1991/1992

DIRECTORY OF RECORDS
Provincial Ministries and Agencies

Addendum

Freedom
of Information
and
Protection
of Individual
Privacy

92-05453/

DIRECTORY OF RECORDS ADDENDUM

Freedom of Information

and

Protection of Individual Privacy

1991 - 1992

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1991-1992 Directory of Records Addendum

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I. Introduction

1991-1992 Directory of Records Addendum

I. Introduction

What is the Addendum?

The Addendum is a supplement to the *1991 Directory of Records* and should be used in conjunction with the Directory. Only **changes** and **additions** to the *1991 Directory of Records* have been included in the Addendum to reflect the records held by provincial institutions for the year 1992.

The purpose of the Addendum is to list:

- each institution that falls under the provincial *Freedom of Information and Protection of Privacy Act, 1987*;
- all major organizational changes;
- all new or deleted personal information banks; and
- substantial changes to general records.

How to use the Addendum

Like the *1991 Directory of Records*, the Addendum is arranged alphabetically by institution. Each institution is listed in the table of contents. There is also a subject index to help you locate information on a particular matter.

If no changes

If there have been no changes to an institution's records, the Addendum will provide only the name of the institution and the location of its access office.

If changes

Each page of the Addendum has two columns. The shaded column refers to the page in the *1991 Directory of Records* where a full description of a particular record is provided. Each institution's entries begin with the full name of the institution in colour. Next, under the heading Access, is the address and telephone number of the institution's freedom of information and privacy coordinator.

By using the Addendum in conjunction with the 1991 Directory of Records, you will be able to pinpoint changes to an institution's records. If there are changes to the information, then a change is noted by:

- referring to the page in *1991 Directory of Records* where the information is recorded (the page number will be in the shaded column of the Addendum);
- specifying what information has been deleted; and/or
- specifying what information has been added.

Here is an example. To find out whether a particular record in the 1991 Directory has been changed, first look for the name of the record or its subject area in the Addendum's subject index. Then, use the Addendum side by side with the Directory and follow the page numbers in the Addendum's shaded column to find the changes made to the records and subject areas in the Directory.

Helpful information in the *1991 Directory of Records*

For detailed information on how to use the *1991 Directory of Records*, refer to the introduction (pages 5-11) of that Directory. You will find instructions on how to make a request or appeal a decision (page 7), sample letters and request forms (pages 9-11), as well as information on access by disabled persons and on freedom of information and protection of privacy in municipalities and local boards (pages 7-8).

A description of common records, specifically general administration records and operational records common to colleges of applied arts and technology, is found on page 15. Common personal information banks are described on pages 16 through 21 and include those banks

common to most institutions, those common to most ministries and affiliated agencies and those common to colleges of applied arts and technology.

For more information

You can obtain information concerning the *Freedom of Information and Protection of Privacy Act, 1987*, by writing:

Freedom of Information and Privacy Branch
Management Board Secretariat
18th Floor, 56 Wellesley Street West
Toronto, Ontario M7A 1Z6
Telephone: (416) 327-2187
Fax: (416) 327-2190

If you require further assistance in obtaining information from a particular institution, contact that institution's freedom of information and privacy coordinator. The address and telephone number of each institution's coordinator are listed under the heading Access in this Addendum.

Ordering publications

To order publications:

- in Toronto, call 326-5300
- from other communities in Ontario, call 1-800-668-9938
- or write to: Publications Ontario
  5th Floor, 880 Bay Street
  Toronto, Ontario M7A 1N8

Telephone assistance

A Government of Ontario, province-wide TDD service for the hearing/speech impaired is available by telephone:

- in Toronto, call 325-3408
- in Ottawa, call 787-4043
- from other communities, call 1-800-268-7095

In addition, Bell Relay Services (BRS) operators will provide TDD/telephone assistance:

- TDD: 1-800-267-6511
- Telephone: 1-800-267-6600

II. Institutions

p.25

Ministry of Agriculture and Food

p.41

Access

Freedom of Information and Privacy Coordinator
Ministry of Agriculture and Food
3rd Floor, 801 Bay Street
Toronto, Ontario
M7A 2B2

☎ (416) 326-3137

p.25

Mandate

Delete: Description

Add: The ministry's mandate is to foster an economically viable, environmentally sustainable agriculture and food system in which the participants cooperate to meet the needs of the people of Ontario and to compete in global markets.

p.25

General Classes or Types of Records

Add:
Beef Ration Formulation
Corn Trails
Dairy Ration Formulation
Sheep Ration Formulation
Soybean Trails

p.28

Personal Information Banks

Add: **Farm Implements Act—Complaints**

Location: Resources Management Branch. Legal authority: Farm Implements Act, S.O. 1988, c.61, s.5. Information maintained: Name, address of parties to the complaint, written description of the complaint by farmers or dealers, responses. Uses: Resolve disputes concerning farm implements. Users: Farm Implements Board and staff. Individuals in bank: Farmers, farm implement dealers and distributors. Retention and disposal: Not determined.

p.28 *Delete:* **Farmers in Transition Program (FIT) Re-establishment Assistance Files**

p.29 *Add:* **Land Stewardship II**

Location: Resources Management Branch. Legal authority: Order-in-council 3032/90. Information maintained: Name, address, telephone number, location (lot) enrolment number, grant request date, project data, payment data. Uses: Determine eligibility for and amount of grant. Users: Program and branch administrators. Individuals in bank: Grant applicants. Retention and disposal: Not determined.

p.29 *Delete:* **Ontario Agricultural Exchange Program (OAEP)—Foreign Exchange Workers to Ontario, 1985–1988**

p.29 *Delete:* **Ontario Agricultural Exchange Program (OAEP)—Ontario Exchange Workers to Foreign Countries, 1985–1988**

p.31 *Delete:* **Ontario Pork Industry Improvement Plan**

p.33 *Delete:* **Leaf Analysis**

p.34

Finance and Administration

General Classes or Types of Records

Add: Also contain information on French-language services.

p.34

Food Industry

General Classes or Types of Records

Delete:

Distribution and Consumption of Products
Market Assembly, Shipping, Transportation
Market Assistance Program for Pork
Small Food Processor Assistance Program

p.35

Quality and Standards

Renamed: **Laboratory and Inspection Services**

p.40

Affiliated Agencies

Add:

Egg Fund Board

The Egg Fund Board is a producer protection fund that ensures payment to egg producers when a grading station defaults on its payment for eggs purchased from producers.

General Classes or Types of Records

None

Personal Information Banks

None

p.40

Add:

Farm Income Assistance Appeal Board

The board provides farmers with an independent avenue of appeal when denied a grant under the 1991 Farm Interest Assistance Program.

General Classes or Types of Records

None

Personal Information Banks

None

p.40

Farm Products Appeal Tribunal

Add: Under the Commodity Board Members Act, the tribunal has the authority to hear applications relating to the conduct of members of commodity boards.

p.40

Ontario Family Farm Interest Rate Reduction Appeal Board

Delete: Entry

p.41

Ontario Pork Industry Improvement Plan Advisory Committee

Delete: Entry

p.42

Algonquin College of Applied Arts and Technology

p.44

Access

Freedom of Information and Privacy Coordinator
Algonquin College of Applied Arts and Technology
1385 Woodroffe Avenue
Nepean, Ontario
K2G 1V8

☎ (613) 727-9400

p.42

Mandate

Delete: Description

Add: The college's mandate is to provide high quality, career-oriented education and training that responds to the needs of learners, to the community and to society.

p.45

Algonquin Forestry Authority

p.45

Access

Freedom of Information and Privacy Coordinator
Algonquin Forestry Authority
P.O. Box 1198
222 Main Street
Huntsville, Ontario
P0A 1K0

☎ (705) 789-9647

p.46

Ministry of the Attorney General

p.55

Access

Freedom of Information and Privacy Coordinator
Ministry of the Attorney General
5th Floor, 720 Bay Street
Toronto, Ontario
M5G 2K1

☎ (416) 326-4300

p.46

Client Files

Information maintained

Add: Client files may also contain personal information concerning relatives, dependants and persons concerned with the management of the business affairs of clients of the Public Trustee's Office.

p.48

Courts Administration Division

Should read: The division provides administrative services to the Court of Appeal for Ontario, the Ontario Court (General Division) and the Ontario Court (Provincial Division) ...

p.49

Justices of the Peace

Users

Delete: ... Chief Judge, ...

Add: ... Coordinator of the Justices of the Peace, ...

p.49

Justices of the Peace—Applicants for Appointment

Users

Delete: Staff of the Office of the Attorney General, Office of the Chief Judge, senior ministry management, ...

Add: Selection committees, ...

p.49

Provincial Court Judges and Masters of the Supreme Court of Ontario

Renamed: **Provincial Judges and Masters**

p.49

Provincial Court Judges and Masters of the Supreme Court of Ontario

Individuals in bank

Delete: Provincial court judges and masters of the Supreme Court of Ontario.
Add: Provincial judges and masters.

p.49 **Provincial Court Judges and Masters of the Supreme Court of Ontario—Applicants for Appointment**
Renamed: **Provincial Judges—Applicants for Appointment**

p.49 **Provincial Court Judges and Masters of the Supreme Court of Ontario—Applicants for Appointment**
Uses
Delete: Select provincial court judges and masters of the Supreme Court of Ontario.
Add: Select provincial judges.

p.49 **Support and Custody Enforcement System**
Information maintained
Add: enforcement history, court documents related to litigation.

p.49 **Support and Custody Enforcement System**
Uses
Delete: Description
Add: Monitor and enforce spousal and child-support orders and domestic contracts; issue cheques to recipients on receipt of funds from payor; locate missing payors and non-custodial parents; initiate enforcement action upon default as prescribed by the act, general debtor/creditor legislation and the rules of the court.

p.49 **Support and Custody Enforcement System**
Users
Delete: Director, Support and Custody Enforcement Branch staff. ...
Add: Enforcement Program staff and counsel acting on behalf of the Director of Support and Custody Enforcement. ...

p.49 **Support and Custody Enforcement System**
Individuals in bank
Delete: Description
Add: Payors, recipients and dependants; custodial and non-custodial parents and children; employers and other garnishees.

p.49 **Criminal Law Division**
Delete: Last sentence of description
Add: ... The division consists of the Crown Law Office—Criminal, the Crown Attorneys Branches directed by eight regional directors, Criminal Law Policy, the Director of Criminal Prosecutions and the Director of Divisional Planning and Administration.

p.50 **Supreme Court Bail**
Renamed: **General Division Court Bail**

p.50 **Supreme Court Motions**
Renamed: **General Division Court Motions**

p.51 *Add:* **Victim/Witness Assistance Programme—Clients**
Location: Head office and 12 field offices. Legal authority: Name, address, telephone number, age, sex, relationship to accused, case number and related information, names and ages of dependants, source of referral, officer in charge, special services provided, disposition, assistance/counselling, referral agency/resource, follow-up. Uses: Provide general and case-specific information regarding the criminal justice process; emotional support and court

accompaniment; assess victim's needs and make referrals to appropriate community services; crisis intervention; public education and community development and coordination. Users: Programme staff, Crown attorneys and support staff. Individuals in bank: Victims and witnesses. Retention and disposal: Not determined.

p.51

Legislative Counsel

Delete: ... and publishes statutes and selected regulations in French.

Add: ... selected regulations into French.

p.51

Policy Development Division

General Classes or Types of Records

Delete: (from list) Ontario Human Rights Commission

p.51

Finance and Administration Division

Delete: ... The division comprises: Accountant of the Supreme Court of Ontario ...

Add: ... The division comprises the Accountant of the Ontario Court ...

Delete: ... and the Law Library.

Add: ... the Law Library; and Corporate Policy and Planning.

p.52

Finance and Administration Division

Personal Information Banks

Delete: ... Supreme Court of Ontario ...

Add: ... Accountant of the Ontario Court ...

p.52

Bilingual Recruitment—Test Results

Information maintained

Delete: ... fluency.

Add: ... proficiency.

p.52

Bilingual Recruitment—Test Results

Uses

Delete: ... fluency ...

Add: ... proficiency ...

p.52

Designated Bilingual Positions

Location

Add: ... and Human Resources Branch.

p.52

Designated Bilingual Positions

Users

Delete: ... Human Resources Branch.

Add: ... line managers.

p.52

Funds Held in Supreme Court of Ontario

Renamed: **Funds Held in Ontario Court**

p.52

Funds Held in Supreme Court of Ontario

Location

Delete: Description

Add: Accountant of the Ontario Court

p.52 **Funds Held in Supreme Court of Ontario**

Users

Delete: Accountant of the Supreme Court, ...

Add: Accountant of the Ontario Court, ...

p.53 **Office of the Public Complaints Commissioner**

Delete: ... Public ...

Add: ... Police ...

p.53 **Office of the Public Complaints Commissioner**

Delete: ... the Metropolitan Toronto Police Force, ...

Add: ... any municipal or regional police force in Ontario or on the Ontario Provincial Police Force, ...

p.53 **Office of the Public Complaints Commissioner**

Personal Information Banks

Delete: ... of misconduct under the Metropolitan Toronto Police Force Complaints Act, 1984, ...

Add: ... about the conduct of a police officer under the Police Services Act, 1990, ...

p.53 **Board of Inquiry Hearings**

Users

Add: ... , authorized personnel of the Office of the Police Complaints Commissioner.

p.53 **Investigation Files**

Location

Delete: Description

Add: Office of the Police Complaints Commissioner.

p.54 **Investigation Files**

Uses

Delete: ... misconduct ...

p.54 **Investigation Files**

Users

Delete: Chief of Police, ...

Add: Chiefs of police, Commissioner of the Ontario Provincial Police, ...

p.54 **Public Complaints—Appeals**

Users

Delete: ... Public ...

Add: ... Police ...

p.54 **Public Inquiries**

Location

Delete: ... Public ...

Add: ... Police ...

p.54 **Public Records**

Delete: First sentence of description

Add: Contain court records of the Court of Appeal for Ontario, the Ontario Court (General Division) and the Ontario Court (Provincial Division).

p.56

Cabinet Office

p.57

Access

Freedom of Information and Privacy Coordinator
Cabinet Office
Room 2340, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3

☎ (416) 325-3769

p.56

Mandate

Delete: Description

Add: Cabinet Office provides policy and administrative support to the Office of the Premier and the Cabinet (Executive Council), the official body that exercises the executive power of the Ontario government. The office performs a coordinating function for the ministries and comprises the Policy and Priorities Secretariat of the Policies and Priorities Board, Priority Projects and the Cabinet Committees on Justice, Social Policy, Legislation/Regulations, Economic and Labour Policy and Environmental Policy. The Cabinet Office also provides policy and administrative support to the Government House Leader's Office and maintains and controls the government records of this office.

p.56

Organization

Delete: Description

Add: The Cabinet Office comprises three divisions: Cabinet Operations, the Policy and Priorities Secretariat and the Executive Council Office.

p.56

Cabinet Operations

Delete: Description

Add: Cabinet Operations provides operational support for the activities of Cabinet, its committees and Cabinet Office. Its responsibilities include administration, overall responsibility for finance and human resource issues and computer operations. This division also has responsibility for corporate issues, Order Paper questions, public opinion polls, freedom of information and the Premier's correspondence.

The Corporate Issues Secretariat advises the Secretary of Cabinet on emerging trends and issues; provides support on cross-government issue management; and supports the Premier's Office in handling correspondence, public inquiries and legislative business.

Information Technology Systems and Services provides information technology support to the Cabinet Office and the Office of the Premier in the form of consulting advice and executive briefings on information technology issues; application development; and the selection, implementation and support of information technology.

The Premier's Correspondence Unit provides support services to the Office of the Premier by responding to public correspondence including invitations and greetings.

p.56

Cabinet Operations

General Classes or Types of Records

Add:
Consulting Services
Financial and Administrative Records
General Correspondence
Information Technology Acquisition
Information Technology Project
Management Reports
Order Paper Questions
Policies and Procedures
Public Correspondence
Strategic and Operational Plans

p.56 **Policy and Priorities Secretariat**

Delete: Description

Add: The secretariat provides policy advice for the Cabinet committees, handles policy issues, the annual allocation process, cross-sectoral items and medium- and long-range planning. The secretariat liaises with and provides advice to the Premier, Cabinet, the Cabinet committee chairs, the Secretary of Cabinet and the ministries.

p.56 **Policy and Priorities Secretariat**

Manuals

Add: Cabinet Office Procedures

p.56 **Corporate Issues Secretariat**

Delete: Entry

p.57 **Executive Council Secretariat**

Delete: Entry

p.57 *Add:* **Executive Council Office**

The office provides secretariat services to the Cabinet and the Legislation/Regulations Committee and provides for the coordination of process matters proceeding from the Cabinet committees and ministries. It administers the process and procedures for orders-in-council, regulations, petitions to Cabinet, and is the liaison with the Office of the Lieutenant-Governor.

General Classes or Types of Records

Orders-in-Council
Petitions to Cabinet

Personal Information Banks

None

p.57 **Office of the Organization of Government Project**

Delete: Entry

p.57 # Office of the Premier

p.57 **Access**

Freedom of Information and Privacy Coordinator
Cabinet Office
Room 2340, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1A1

☎ (416) 325-3769

p.57 **Organization**

Delete: Description

Add: The Office of the Premier comprises the Office of the Principal Secretary, the Executive Assistant, the Office of the Executive Director, the Policy and Issues Group, Communications and Ministers' Liaison and the Public Appointments Secretariat.

p.57

Divisions

Delete: All entries

Add:

Principal Secretary

The principal secretary is the Premier's chief policy advisor and chief of staff.

Executive Assistant

The executive assistant and staff provide support to the Premier in daily scheduling, correspondence, public inquiries and constituency-related matters.

Executive Director

This group provides administrative and management support services to the Office of the Premier as well as scheduling, community relations, press/media and correspondence liaison services.

Policy and Issues

This group provides the Premier with policy and issues coordination, briefing materials and advice related to the government's policy agenda.

Communications

This group provides support and planning related to the government's policy and communications initiatives.

Ministers' Liaison

This groups provides administration and policy support and coordination to ministers' offices.

Public Appointments Secretariat

The Director of Public Appointments coordinates appointments to government agencies, boards and commissions.

General Classes or Types of Records

Cabinet Office maintains information on the Premier's public correspondence. The Public Appointments Secretariat and Cabinet Office maintain information on appointments made by orders-in-council. The Ministry of Treasury and Economics and Cabinet Office maintain general administrative and financial records relating to the Office of the Premier as described in Chapter II of this directory.

Personal Information Banks

Contain information concerning public service appointments and unsolicited applications for senior-level positions, as well as appointments to boards and commissions.

Appointments to Boards and Commissions

Location: Lieutenant-Governor-in-Council Appointments. Legal authority: Voluntary with consent to use described below. Information maintained: Name, address, résumés, letters of recommendations. Uses: Evaluate possible appointees; make and record appointments. Users: Premier, Cabinet ministers, senior staff of Cabinet Office. Individuals in bank: Potential, current and former appointees to boards and commissions. Retention and disposal: Not determined.

p.58

Cambrian College of Applied Arts and Technology

p.59

Access

Freedom of Information and Privacy Coordinator
Collège Cambrian College
1400 Barrydowne Road
Sudbury, Ontario
P3A 3V8

☎ (705) 566-8101

p.58

Board of Governors

Add: The board has established five standing committees: the Membership Committee, the Comité des affaires francophones, the Native Affairs Committee, the Education and Planning Committee and the Finance and Administration Committee.

p.58

Board of Governors

Personal Information Banks

Add: The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership

p.58

President's Office

Personal Information Banks

Delete: Board of Governors Membership

p.60

Canadore College of Applied Arts and Technology

p.61

Access

Freedom of Information and Privacy Coordinator
Canadore College of Applied Arts and Technology
100 College Drive
North Bay, Ontario
P1B 8K9

☎ (705) 474-7600

p.60

Academic Division

Delete: ... Dean of Instruction ...

Add: ... vice-president, Academic ...

p.61

Administration Division

Delete: ... Executive Director of Administration ...

Add: ... vice-president, Finance and Administration ...

Delete: ... plant and property management, ...

Add: ... physical resources, ...

p.62

Centennial College of Applied Arts and Technology

p.63

Access

Freedom of Information and Privacy Coordinator
Centennial College of Applied Arts and Technology
P.O. Box 631, Station A
Scarborough, Ontario
M1K 5E9

☎ (416) 694-3241, ext. 4325

p.64

Ministry of Citizenship

p.66

Access

Freedom of Information and Privacy Coordinator
Ministry of Citizenship
4th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9

☎ (416) 325-6010

p.66

Access: Ontario Human Rights Commission

Freedom of Information and Privacy Coordinator
Ontario Human Rights Commission
400 University Avenue
Toronto, Ontario
M7A 2R9

☎ (416) 965-7454
TDD: (416) 965-6871

p.64

Mandate [of the ministry]

Delete: Description

Add: The mandate of the ministry is to develop an environment in which individual and collective rights and responsibilities can be attained and exercised.

p.64

Organization

Delete: ... Race Relations Directorate ...

Add: ... Ontario Anti-Racism Secretariat ...

Delete: ... and two agencies.

Add: ... and the Office for Seniors' Issues.

Delete: Second and third sentences of description.

Add: The Ontario Advisory Council for Disability Issues, the Ontario Advisory Council for Seniors' Issues, the Ontario Human Rights Commission and the Ontario Advisory Council on Multiculturalism and Citizenship report to the Minister of Citizenship. The ministry's head office is in Toronto with offices in 16 locations and five Ontario Welcome House locations across the province.

p.64

Policy Services Branch

General Classes or Types of Records

Delete: Ontario Human Rights Boards of Inquiry

Add: Human Rights Policy Papers

p.64

Citizenship Development Branch

General Classes or Types of Records

Add: Canada Day Honours Awards

p.65

Field Services Branch

Delete: Description

Add: The branch is responsible for the delivery of citizenship programs and settlement and integration service programs through regional consultants in offices across the province.

p.65

Native Community Branch

General Classes or Types of Records

Delete: Northern Native Business Internship Program
Northern Native Small Business Program
Northern Native Small Business Development Program Data Base

Add: Management and Training Program

p.65

Native Community Branch

Personal Information Banks

Delete: **Northern Native Small Business Development Program**

Add: **Native Employee Database**

Location: Native Community Branch. Legal authority: Public Service Act, R.S.O. 1980, c.418, s.4(c). and voluntary with written consent to use described below. Information maintained: Letters of application, résumés. Uses: Identify potential Native candidates for positions within the Ontario Public Service. Users: Staff of various ministries within the Ontario Public Service. Individuals in bank: Native people interested in employment within the Ontario Public Service. Retention and disposal: One year, then destroyed.

p.65

Race Relations Directorate

Renamed: **Ontario Anti-Racism Secretariat**

p.65

Race Relations Directorate

Delete: Description

Add: The Ontario Anti-Racism Secretariat has responsibility for coordinating and leading the anti-racism strategy for Ontario. This strategy sets the government's goals and priorities for action in the community and in the public sector for combatting racism.

p.65

Race Relations Directorate

General Classes or Types of Records

Add: (to list) Community Project Grants
Core Funds to Community Groups
Dispute Resolution
Incentive Funds to Broader Public and Private Sectors

p.65

Race Relations Directorate

Personal Information Banks

Delete: Contain personal information relating to race relations programs.

Add: Contain personal information relating to anti-racism programs.

p.65

Race Relations Directorate Community Case Files

Renamed: **Ontario Anti-Racism Secretariat Community Case Files**

p.65

Race Relations Directorate Community Case Files

Location

Delete: Race Relations Directorate

Add: Ontario Anti-Racism Secretariat

p.65

Race Relations Directorate Community Case Files

Users

Delete: Race Relations Directorate staff

Add: Ontario Anti-Racism Secretariat staff

p.67

Ministry of Colleges and Universities

p.73

Access

Freedom of Information and Privacy Coordinator
Corporate Services
Ministry of Colleges and Universities
8th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2

☎ (416) 325-1970

p.67

Head

Delete: Address

Add: 6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2

☎ (416) 325-4052

p.67

Organization

Delete: Description

Add: The ministry comprises three major areas: the Postsecondary Partnerships and Research Division, the Postsecondary Institutions Division and Corporate Services and Student Support. Legal Counsel, Corporate Policy, Communications, and Francophone Affairs report to the deputy minister's office. The Ministry of Education provides support services.

p.67

Deputy Minister's Office

Delete: ... Corporate Planning and Services, which provides policy, planning and information support for corporate policy making, coordinates the provision of financial and administrative services and administers the Freedom of Information and Privacy Program; ...

Add: ... Corporate Policy, which provides policy planning for corporate policy; ...

p.67

Add:

Postsecondary Partnerships and Research Division

The division coordinates and develops policies concerning international activities in postsecondary institutions and regulates private vocational schools.

General Classes or Types of Records

Contain information on private vocational schools.

Private Vocational Schools—Administration, Investigation and Enforcement, Registration and Financial Records

Personal Information Banks

None

p.68

Colleges and Student Support Division

Renamed: **Corporate Services and Student Support**

p.68

Colleges and Student Support Division

Delete: Description

Add: Corporate Services and Student Support provides human resources information and support for the ministry and coordinates the provision of financial assistance to eligible students studying at postsecondary institutions.

p.68

Colleges and Student Support Division

Manuals

Delete: (from description) ... administration of colleges, reporting of college information, calculating of operational and capital grants to colleges, and ...

Delete: (from list) Academic Classification Plans
Annual Numbered Memoranda
Arbitration Processing
Benefits Administration
Calculations of Annual Operating Grants
Capital Requirements Guidelines
College Annual Report Guidelines
College Operational Review Guidelines
College Operations—Computer Information Manuals
College Support Staff Job Evaluation Manual
French-Language Project Guidelines
Guidelines for Reporting Enrolment for Funding Purposes
Hay Benchmark Manual (Administrative Classification Manual)
Hay Guidelines (Administrative Classification Guidelines)
Joint Education Qualifications Subcommittee

p.68

Colleges and Student Support Division

Personal Information Banks

Add: The following common personal information banks as described in Chapter II of this directory are maintained.

Career Planning/Training
Central Attendance Recording System (CARS)
Employment Application Inventory
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
General Employment History and Payroll Information
Grievances and Applications
Identity/Employee Card
Integrated Payroll, Personnel and Employee Benefits System (IPPEBS)
Job Competitions
Library Users Lists
Medical Information (Personnel)
Ombudsman/Human Rights Commission
Performance Management
Travel/Expense Accounts
Workers' Compensation

Also contain administrative and statistical information on college students and used to determine eligibility for a variety of assistance programs.

p.74

Ministry of Community and Social Services

p.84

Access

Freedom of Information and Privacy Coordinator
Capital and Administrative Services Branch
Ministry of Community and Social Services
30th Floor, 2 Bloor Street West
Toronto, Ontario
M7A 1E9

☎ (416) 327-4635

p.74

Organization

Delete: Description

Add: The ministry is organized into six divisions, each headed by an assistant deputy ministry. In addition, there is one independent branch reporting to the deputy minister and a Legal Services Branch.

p.74

Community Services Division

Delete: Entry

p.74

Add:

Community Health and Support Services Division

The Community Health and Support Services Division reports jointly to the Ministry of Community and Social Services and the Ministry of Health. The division provides a focus for community health services in Ontario. It supports public health units in the community and manages home care services, health service organizations and community health programs (including mental health, alcohol- and drug-dependency programs) and the Homes for Special Care Program. Community Support Services consists of the Residential Care Branch, which includes nursing homes, the In-Home Services Branch, the Long-Term Care Policy Branch and 14 area offices located across the province. Community Health Programs consists of the Community Health Branch, the Community Mental Health Branch, the Public Health Branch and the Health Promotion Branch.

General Classes or Types of Records

Not available at press time. Please contact the ministry's Freedom of Information and Privacy Coordinator for information.

Manuals

Placement Coordination Services
Policy and Procedures Manual
Support Services for the Physically Disabled

Personal Information Banks

Contain information on complaints and investigations in homes for the aged.

Homes for the Aged—Investigation Reports (complaints and incidents)

Location: Local Community Support Services area offices of the Community Health and Support Services Division. Legal authority: Homes for the Aged and Rest Homes Act, R.S.O. 1980, c.203; Charitable Institutions Act, R.S.O. 1980, c.64. Information maintained: Reviews, interviews, reports from investigating ministry staff. May contain patient's medical history, records. Uses: Alert homes for the aged. Users: Director, manager, corporate staff, area managers, program supervisors. Individuals in bank: Residents and staff of homes for the aged involved in serious incidents or complaints. Retention and disposal: Retained in local area office for seven years, then destroyed if resident is known to be deceased; 20 years, then destroyed if resident is living.

p.74

Family Services and Income Maintenance Division

Delete: There are three branches: Income Maintenance, Child Care and Community Services.

Add: There are four branches: Income Maintenance, Child Care, Children's Services and Community Services.

p.74

Family Services and Income Maintenance Division

General Classes or Types of Records

Delete: Contain information on policies, administration and projects related to service delivery.

Add: Contain information on policies, administration and projects related to service delivery (including service needs, program design and implementation issues concerning services for children and Natives).

p.74

Finance and Administration Division

Delete: Last sentence of description

Add: The Finance and Administration Division comprises Human Resources and Comprehensive Audit and Review.

p.75

Finance and Administration Division

Manuals

Delete: Freedom of Information and Protection of Privacy Act
Policies and Procedures Guidelines

Add: Freedom of Information and Protection of Privacy Act Policies and Procedures Guidelines
Human Resources Guide
Ministry Administration

Delete: (from the list under "Issued to staff...") Children in Care of Children's Aid Societies and Probation Services
Comprehensive Income Maintenance System Caseworker (vols. 1 and 2)

Add: (to the list under "Issued to staff...") BILL CAP Policy and Procedures (billing and claiming for Canada Assistance Plan)
Children in Care (of Children's Aid Societies and Probation Services)
Comprehensive Income Maintenance System Caseworker (CIMS) (vols. 1, 2 and 3)
Food Services (standards)
Young Offenders Services

p.75

Delete: **Disabilities Initiatives Applicant Data Base**

p.75-6

Information Systems and Applied Technology Division

General Classes or Types of Records

Delete: Child Advocacy Information System—Facility Statistics
Children's Aid Society—Quarterly Reports
Developmentally Handicapped—Database System for Programs
Elderly Services—Inventory of Adult Social Service Programs
Elderly Services—Management, Operational and Planning Support System
Elderly Services—Nurses and Home Systems

Add: Adoption/Crown Wards System
Service Provider Inventory System
Young Offenders Strategic Information System

p.76

Delete: **Child Advocacy Information System**

p.78

Child and Family Service Advocacy—Case Files

Users

Delete: Advocacy Office staff

Add: Advocacy Office staff and, in select cases, members of the Interministerial Provincial Action Committee (IMPAC)

p.78 **Child and Family Service Advocacy—Case Files**
Retention and disposal
Delete: Five years after date of last activity, then destroyed.
Add: Five years after date of last activity, then transferred to archives.

p.78 **Correspondence—General (adoption)**
Retention and disposal
Delete: Two years after data of last activity, then destroyed.
Add: Under review.

p.79 *Delete:* **Developmentally Handicapped—Data Base System for Service Planning (York and Simcoe)**

p.80 **Northern Bursary Program**
Retention and disposal
Delete: Not determined.
Add: Two years after closure, seven years in the Ontario government records centre, then destroyed; select files to archives.

p.83 ## Strategic Planning and Intergovernmental Relations Division
Delete: Last sentence of description

p.84 **Soldiers' Aid Commission Grant List**
Retention and disposal
Delete: Four years, then destroyed.
Add: Two years, then destroyed.

p.84 ## Branch Offices
Add: Communications and Marketing Branch
7th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 1E9
Telephone: (416) 325-5151

p.86 ## Directly Operated Facilities
Thistletown Regional Centre
Delete: Rexdale
Telephone: (416) 741-1210
Add: Etobicoke
Telephone: (416) 326-0600

p.86 ## Directly Operated Facilities
Rexdale Campus
Delete: Rexdale, Ontario
Add: Etobicoke, Ontario

p.86 ## Facilities for the Developmentally Handicapped
Huronia Regional Centre
Delete: L6V 6L6
Add: L3V 6L2

p.87

Conestoga College of Applied Arts and Technology

p.89

Access

Freedom of Information and Privacy Coordinator
Conestoga College of Applied Arts and Technology
299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4

☎ (519) 748-5220

p.87

Organization

Delete: ... Marketing and Community Relations; ...
Add: ... Student Development and Community Relations; ...

p.87

Academic

Delete: ... Applied Arts and Preparatory Studies, Business, ...
Add: ... Business and Applied Arts, Access and Preparatory Studies, ...
Delete: ... , as well as Operations Planning and Curriculum, ...

p.88

Continuous Learning

Delete: The Vice-President, Continuous Learning, ...
Add: Continuous Learning ...

p.88

Marketing and Community Relations

Renamed: **Student Development and Community Relations**
Delete: The Vice-President, Marketing and Community Relations ...
Add: The Dean, Student Development and Community Relations ...

p.90

Confederation College of Applied Arts and Technology

p.91

Access

Freedom of Information and Privacy Coordinator
Confederation College of Applied Arts and Technology
P.O. Box 398, Postal Station F
Golf Links Road
Thunder Bay, Ontario
P7C 4W1

☎ (807) 475-6417
TDD: (416) 326-8555

p.90

Organization

Delete: ... , Geraldton ...

p.90

Board of Governors

Delete: There are three board committees: Audit, Finance/Property and Student/Staff Relations.
Add: There are two board committees: Academic Affairs and Administrative Affairs.

p.90

Office of the President

Delete: ... Associate Dean, Academic; ...
Add: ... Director, Planning and Research; Associate Dean, International; ...

p.90

Office of the President

Personal Information Banks

Add: Student Appeals (disciplinary, administrative, academic)

p.90

Academic Programs

Delete: Last sentence of description

Add: The Associate Dean, International is responsible for the coordination of international programs.

p.90

Academic Programs

Personal Information Banks

Delete: Library Users Lists

p.91

Finance and Administration Division

Delete: ... Supervisor, Operational Review.

Add: ... Manager, Graphics/Printing.

p.91

Student Services and Human Resources Division

Delete: ... and Director, Human Resources.

Add: ... Director, Human Resources; and Director, Resource Centre.

p.91

Student Services and Human Resources Division

Personal Information Banks

Add: Library Users Lists

p.92

Ministry of Consumer and Commercial Relations

p.100

Access

Freedom of Information and Privacy Coordinator
Ministry of Consumer and Commercial Relations
6th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8

☎ (416) 326-8470
TDD: (416) 326-8555

p.95

Registration Division

Delete: ... and Registrar General Branches.

Add: ... Registrar General Branches; and the Strategic Alliance Liaison Office.

p.95

Registration Division

General Classes or Types of Records

Add: (to list) Strategic Alliance Liaison Office Custodian (of the records of the establishment of the Strategic Alliance Liaison Office including the establishment of Teranet)

p.101

Ministry of Correctional Services

p.104

Access

Freedom of Information and Privacy Coordinator
Ministry of Correctional Services
200 First Avenue West
North Bay, Ontario
P1B 9M3

☎ (416) 494-308

p.102

Operations Division

Delete: ... 53 institutions ...
Add: ... 51 institutions ...

p.102

Bailiff Inmate Reference Cards and Trip Records
Location
Delete: ... and Operational Support ...

p.102

Inmate Records
Location
Delete: Offender Registry, Management Information Systems Branch and

p.102

Institutional Administration and Control Records
Location
Delete: Offender Registry, Management Information Systems Branch and

p.103

Probation and Parole Administration and Control Records
Location
Delete: Offender Registry, Management Information Systems Branch and

p.103

Probation and Parole Case Files
Location
Delete: Offender Registry, Management Information Systems Branch and

p.103

Young Offenders' Files
Retention and disposal
Delete: In accordance with the Young Offenders Act (Canada).
Add: Paper retained 10 years following the year of release, then transferred to archives.

p.105

Ministry of Culture and Communications

p.119

Access

Freedom of Information and Privacy Coordinator
Ministry of Culture and Communications
4th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9

☎ (416) 325-601

p.119

Access: Archives of Ontario

Freedom of Information and Privacy Coordinator
Archives of Ontario
77 Grenville Street
Toronto, Ontario
M7A 2R9

☎ (416) 327-1562

p.105

Organization [of the ministry]

Delete: ... 20 field offices ...

Add: ... 14 field offices ...

p.105

Corporate Services Division

Delete: Description

Add: The division is responsible for all financial, human resources and administrative policy; systems and support services; and ministry liaison with the Management Board of Cabinet, the Ministry of Treasury and Economics, the Ministry of Government Services and the Ministry of the Attorney General. The division is comprised of the Legal Services Branch, the Finance, Administration and Systems Branch, the Human Resources Branch, French-Language Services and the Audit Services Branch.

p.105-6

Culture Division

General Classes or Types of Records

Delete:

Book Publishing Programs (financial statements, correspondence, statistics)
Cultural Support Programs—Art Service Organizations, Galleries, Schools, Awards (applications and related materials)
Half Back Redemption Program (correspondence, reports)
Ontario Heritage Policy Review (discussion papers including background research, public consultation meetings, submissions, communications, media, policy and planning, correspondence, comprehensive lists of heritage organizations)
Ontario-Quebec Commission for Cooperation
Project Grants—Arts and Heritage

Add:

Arts Abroad (grant applications and related materials, post-project reports)
Book Publishers' Assistance Program (financial statements, correspondence, statistics)
Book Publishing Development Centre (correspondence, financial statistics)
Cultural Support Programs—Art Service Organizations, National Education, Schools (applications and related materials)
Ontario Heritage Policy Review (discussion papers including background research, public consultation meetings, submissions, communications, media, policy and planning, correspondence, comprehensive lists of heritage organizations, final reports)
Ontario-Quebec Commission for Cooperation (applications and related material)
Outreach Ontario
Project Grants—Arts, Cultural Industries and Agencies and Heritage (applications and related materials, post-project reports)

p.107

Information Resource Management—Libraries and Community Information Branch

Renamed: **Information Resource Management Division**

Move: General Classes or Types of Records and Personal Information Banks under the Libraries and Community Information Branch

p.107

Add: **Libraries and Community Information Branch**

p.107

Archives of Ontario

Delete: Second paragraph of description

Add: Private papers donated by individuals and organizations are excluded from the Freedom of Information and Protection of Privacy Act. Access to these records is determined by each donor.

p.108 *Delete:* **Applications for Research Privileges (RG17)**

p.108 *Add:* **Assessment Roll Microfiche, 1981–1984 (RG26, 26–46)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, year and month of birth, religion if Roman Catholic, sex, citizenship if Canadian, physical inventory and legal description of property owned or leased, occupancy status, school system supported, roll number, value for assessment purposes. Uses: Research. Users: Researchers. Individuals in bank: Residents, owners and tenants of property in Ontario. Retention and disposal: Permanent.

p.108 *Add:* **Attendance Reports, 1931–1949 (Civil Service Commission) (RG25, C-5)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, attendance records, institution, classification. Uses: Research; verify pension eligibility. Users: Researchers, former employees, heirs. Individuals in bank: Former employees of the Ontario government, Ontario hospitals and reformatories who terminated, 1931–1956. Retention and disposal: Permanent.

p.108 *Add:* **Card Index for Terminated Personnel Records, 1920–1961 (RG25, C-2)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, status, reason for termination and date. Uses: Research; verify pension eligibility. Users: Researchers, former employees, heirs. Individuals in bank: Former employees of the Ontario government, Ontario hospitals and reformatories who terminated, 1920-1961. Retention and disposal: Permanent.

p.108 *Add:* **Career Counselling Files, 1973–1983 (RG25)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, employee's career and employment goals, career history and counselling interview records, training and development plans. Uses: Research. Users: Researchers. Individuals in bank: Ontario Public Service employees. Retention and disposal: Permanent.

p.109 **Entrepreneur Case Files—Selective Placement Service, Ministry of Industry, Trade and Technology (RG9, 92)**

Renamed: **Immigrant Entrepreneur Case Files—Selective Placement Service, Ministry of Industry, Trade and Technology, 1971–1986 (RG9, 92)**

p.110 *Add:* **Family Benefits Case Files, 1966– (RG29, 86)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, case profile of financial, employment and social data, related correspondence. Uses: Research. Users: Researchers. Individuals in bank: Applicants for and recipients of general welfare assistance. Retention and disposal: Permanent.

p.110 *Add:* **General Welfare Case Files, 1972– (RG29, 131)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, case profile of financial, employment and social data, related correspondence. Uses: Research. Users: Researchers. Individuals in bank: Applicants for and recipients of general welfare assistance. Retention and disposal: Permanent.

p.110 *Add:*

Hard to Service Children's Case Files, 1979–1983 (RG29, 106)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, sex, date of birth, needs analysis, status of child's development, financial information. Uses: Research. Users: Researchers. Individuals in bank: Children receiving services and their families. Retention and disposal: Permanent.

p.110 *Add:*

Increase Lists, 1944–1955 (Civil Service Commission) (RG25, C-4)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, institution, classification, salary, proposed salary and classification. Uses: Research, verify pension eligibility. Users: Researchers, former employees, heirs. Individuals in bank: Former employees of the Ontario government, Ontario hospitals and reformatories, who terminated, 1945–1956 and who received a pay raise. Retention and disposal: Permanent.

p.110 *Add:*

Insurance Claims—Closed, 1977–1983 (RG42)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, occupation, personal insurance history, incident description and correspondence. Uses: Research. Users: Researchers. Individuals in bank: Claimants. Retention and disposal: Permanent.

p.111 *Add:*

Offsite Order Logs (RG17)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name of researcher or staff member, identification of archival material ordered (by reference code/title), researcher's telephone number, reproduction order specifications, date of receipt/return. Uses: Tracking of archival material stored offsite during order procedure and while issued to/returned by researchers in Archives reading room, or to Archives staff members. Users: Archives staff. Individuals in bank: Archives researchers (registered and unregistered) and Archives staff. Retention and disposal: Three years, then destroyed. (Under review.)

p.113 *Add:*

Public Service Grievance Board—Completed Grievance Files, 1960–1966 (RG25, 0-1-1)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Names, addresses, type of grievance, remedy requested and decision. Uses: Research. Users: Researchers. Individuals in bank: Public service employees who were appellants, witnesses or respondents. Retention and disposal: Permanent.

p.113 *Add:*

Public Service Grievance Board (Ontario Joint Council)—Classification Grievance Files, 1962–1967, 1971 (RG25)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Names, addresses, type of grievance, remedy requested and decision. Uses: Research. Users: Researchers. Individuals in bank: Public service employees who were appellants, witnesses or respondents. Retention and disposal: Permanent.

p.114 *Add:*

Reading Room Daily Register (RG17)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, time of arrival, research pass number, locker number, time of departure. Uses: Identify bona fide users of the Archives; maintain security of archival holdings issued to specific users; assist in research and statistical reports; assist in space allocation. Users: Archives staff. Individuals in bank: Registered Archives researchers. Retention and disposal: Ten years, then transferred to archives. (Under review.)

p.114 *Add:*

Reading Room Registration Records (RG17)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, telephone number, type of research, subject of research, personal identifier. Uses: Identify bona fide users of the Archives; maintain security of archival holdings issued to specific users; assist in research and statistical reports; assist in space allocation; allow contact with users to whom specific materials are issued in case of loss, legal restrictions or violations. Users: Archives staff. Individuals in bank: Archives researchers. Retention and disposal: Five years, then destroyed. (Under review.)

p.114 *Add:*

Reading Room Request Slips (RG17)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name of researcher, research pass/locker number, identification of archival material ordered, date material ordered/returned, relevant access restriction. Uses: Tracking of archival material issued to/returned by researchers in Archives reading room. Users: Archives staff. Individuals in bank: Registered Archives researchers. Retention and disposal: Three years, then destroyed. (Under review.)

p.114 *Add:*

Rehabilitation Case Files—"A" and "R", 1981–1984 (RG29)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Applications for rehabilitation services, medical reports, authorized forms, statements of release, intake referrals, change of address, etc. Uses: Research. Users: Researchers. Individuals in bank: Individuals applying for or receiving rehabilitation services. Retention and disposal: Permanent.

p.114 *Add:*

Sir John A. MacDonald and Ontario/Quebec Fellowship Files, 1983 (RG32)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, telephone number, social insurance number, mother tongue, preferred language of correspondence, sex, residence history, intended program of study and name of institution, language of instruction, transcripts, education, other financial assistance, confidential letters of recommendation. Uses: Research. Users: Researchers. Individuals in bank: Students seeking financial assistance for studies in Canadian history at the doctoral level and students seeking financial assistance for graduate level studies at a University in Quebec. Retention and disposal: Permanent.

p.115 *Add:*

Special Investigations Branch—Tax Investigation Files, 1972–1983 (RG26, 26–27)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, age, business position, financial business information of individuals or companies under investigation. Uses: Research. Users: Researchers. Individuals in bank: Individuals suspected of non-compliance with the requirements of tax revenue statutes and grants program administration. Retention and disposal: Permanent.

p.115 *Add:*

Subsidies Branch—Farm Tax Reduction Program, 1970–1975 (RG50)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Names and addresses of farmers, school support, roll number, farm property assessment and ownership information, property taxes paid, land use. Uses: Research. Users: Researchers. Individuals in bank: Farmers receiving rebates on property taxes. Retention and disposal: Permanent.

p.115 *Add:*

Subsidies Branch—Provincial Properties Program, 1969–1980 (RG50)

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Names and addresses of tenants of provincial properties, school support, property assessment and ownership information, share of property taxes paid and land use. Uses: Research. Users: Researchers. Individuals in bank: Tenants of provincial properties. Retention and disposal: Permanent.

p.115 *Add:* **Tax Appeals Branch—Precedent Case Files, 1971–1987 (RG26, 26–58)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, telephone number, account number, permit number, Old Age Security number, social insurance number, financial transactions, legal opinions, third-party references, personal opinions, correspondence and replies. Uses: Research. Users: Researchers. Individuals in bank: Individuals filing a notice of objection or appeal with the Tax Appeals Branch, Ministry of Revenue. Retention and disposal: Permanent.

p.115 *Add:* **Tax Appeals, Closed Files, 1981–1982 (RG26, 26–57)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, telephone number, account number, permit number, Old Age Security number, social insurance number, financial transactions, legal opinions, third-party references, personal opinions, correspondence and replies. Uses: Research. Users: Researchers. Individuals in bank: Individuals filing a notice of appeal with the Tax Appeals Branch, Ministry of Revenue. Retention and disposal: Permanent.

p.115 *Add:* **Tax Objections, Closed Files, 1971–1981 (RG26, 26–29)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, address, telephone number, account number, permit number, Old Age Security number, social insurance number, financial transactions, legal opinions, third-party references, personal opinions, correspondence and replies. Uses: Research. Users: Researchers. Individuals in bank: Individuals filing a notice of objection with the Tax Appeals Branch, Ministry of Revenue. Retention and disposal: Permanent.

p.116 *Add:* **Training Schools Advisory Board Admission Registers, 1931–1968 (RG60, 2)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, date and status of admission, place of residence. Uses: Research. Users: Researchers. Individuals in bank: Youths admitted or committed to training school. Retention and disposal: Permanent.

p.116 *Add:* **Young Offenders Case Files, 1983– (RG60, 57)**

Location: Archives of Ontario. Legal authority: Archives Act, R.S.O. 1980, c.27. Information maintained: Name, date of birth, data on parents, guardianship status, education, medical and behavioural information, financial information, criminal offences, admission and discharge documents, case supervision and related correspondence. Uses: Research. Users: Researchers. Individuals in bank: Young offenders and youths awaiting court appearance. Retention and disposal: Permanent.

p.117 **Production and Development Files**

Legal authority

Delete: ... and O. Reg. 550/86

p.119 **Access**

Delete: ... on the third floor ...

Add: ... on the ninth floor ...

p.120

Office for Disabled Persons

Renamed: **Office for Disability Issues**

p.120

Access

Freedom of Information and Privacy Coordinator
Office for Disability Issues
2nd Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6

☎ (416) 326-0101

p.120

Head

Delete: Minister Responsible for Disabled Persons

Add: Minister of Citizenship with responsibility for disability issues

Note: The Office for Disability Issues now comes within the purview of the Ministry of Citizenship.

p.120

Organization

Delete: Description

Add: The office consists of the Office for Disability Issues and the Ontario Advisory Council on Disability Issues, which reports to the government through the minister.

p.120

Ontario Advisory Council for Disabled Persons

Renamed: **Ontario Advisory Council on Disability Issues**

p.120

Ontario Advisory Council for Disabled Persons

Delete: First sentence of description

Add: The Ontario Advisory Council on Disability Issues advises the government through the Minister of Citizenship with responsibility for disability issues on matters pertaining to the well-being of disabled persons.

p.121

District Health Councils of Ontario

p.121-3

Access

There are 28 District Health Council offices in Ontario. Please refer to the *1991 Directory of Records* for the address and telephone number of the office you would like to contact.

p.122

County of Simcoe District Health Council

Renamed: **Simcoe County District Health Council**

p.122

Grey–Bruce District Health Council

Delete: Address

Add: 733 Ninth Avenue East, Unit 4
Owen Sound, Ontario
N4K 3E6

p.124

Durham College of Applied Arts and Technology

p.125

Access

Freedom of Information and Privacy Coordinator
Durham College of Applied Arts and Technology
P.O. Box 385
2000 Simcoe Street North
Oshawa, Ontario
L1H 7L7

☎ (416) 576-0210

p.126

Ministry of Education

p.134

Access

Freedom of Information and Privacy Coordinator
Ministry of Education
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2

☎ (416) 325-2444

p.126

Organization

Delete: Description

Add: The ministry is organized into five divisions: Finance and Administration, Corporate Planning and Policy, Learning Programs, Learning Services and French Language Education. Each division reports to an assistant deputy minister. The ministry's programs are carried out by the provincial schools, six regional offices and by services provided by head office.

p.127

Finance and Administration

Delete: ... six branches ...
... two units ...

Add: ... seven branches ...
... one unit ...

p.126

General Classes or Types of Records

Delete: Student Guidance System Information System Processing

Add: Student Guidance Information System

p.126

Manuals

Add: Financial Information and Accounting
Human Resources Reference Guide for Employee Documentation

p.127

General Classes or Types of Records

Delete: Acquisition
Board Reports
Education Information System
Information Services and Resources Catalogue
Process of Data Collection Instruments
School September Report

Add: Board September Report
Data Collection Instruments Development
Educator Database
Library Catalogues
School September Reports
Statistical Tables

p.127 *Delete:* **Exchange Programs (student)**

p.128 **Education Research**
Information maintained
Delete: Current information
Add: Name, research project budgets with personnel costs identified, curriculum vitae.

p.128 **Education Research**
Individuals in bank
Delete: ... , editors, writers and translators

p.128 **Official Languages Monitor Program**
Retention and disposal
Delete: Ten years, then transferred to archives.
Add: Current plus 10 years, then transferred to archives.

p.128 *Delete:* **Student Leadership**

p.128 ## Office of the Assistant Deputy Minister, French Language Education

Add: A new branch called the French Language Education Branch, which will report to the assistant deputy minister of French Language Education, will be established in 1991. The branch will deal with program planning and development, governance issues, liaison and monitoring.

p.128 **Full-Time Study Leave and Winter Bursaries Program**
Location
Delete: Office of the Assistant Deputy Minister, French Language Education
Add: French Language Education Branch

p.129 ## Learning Programs Division

Delete: Description
Add: The Learning Programs Division comprises a secretariat, an office, three centres and five branches. It provides leadership in the development of programs for elementary and secondary schools in Ontario. The division directs the ministry's participation in restructuring initiatives, adult and continuing education, child care, distance education, special education, provincial schools, computers in education and basic literacy.

p.129 ## General Classes or Types of Records

Add: Private Schools
Private Schools Inspection Report
Provincial Assessment of Various Educational Areas
School Attendance

p.129 ## Personal Information Banks

Add: **Attendance Cases**

Location: Program Implementation and Review Branch and regional offices. Legal authority: Education Act, R.S.O. 1980, c.129, s.23(2). Information maintained: Name, address, sex, age, attendance records, report of visitations, referral to other agencies, transcripts of legal inquiries, court judgments, medical certificates, personal letters and associated correspondence. Uses: Adjudicate attendance cases to ensure the attendance of school-age children in an educational program. Users: Provincial school attendance counsellors, school board attendance counsellors, social workers. Individuals in bank: Children and young persons who are chronic non-attenders, parents, employers. Retention and disposal: Until case complete plus 10 years in Records Centre, then transferred to archives.

p.130 **Closed Juvenile/Adult Training Schools**
Information maintained
Delete: ... , identification number, education, teachers' and administrators' comments

p.130 **Closed Juvenile/Adult Training Schools**
Users
Add: ... and secondary schools in Ontario

p.130 **Closed Juvenile/Adult Training Schools**
Retention and disposal
Delete: 60 ...
Add: 55 ...

p.130 **Closed Private Schools**
Information maintained
Delete: ... , education, teachers' and administrators' comments

p.130 **Closed Private Schools**
Users
Delete: ... educational institutions
Add: ... secondary schools in Ontario

p.130 **Closed Private Schools**
Retention and disposal
Delete: 60 ...
Add: 55 ...

p.130 *Delete:* **Developmental Centre Schools**

p.130 *Add:* **Home Schooling Reports**
Location: Program Implementation and Review Branch and regional offices. Legal authority: Education Act, R.S.O. 1980, c.129, s.20(2) and s.24 to s.30. Information maintained: Name, address, telephone number, qualifications, employment history, education, associate teacher number, references, students' and education officers' opinions of teachers. Uses: Ensure that students not registered with board or private schools are being educated. Users: Regional office staff, branch staff, Supervisory Services Unit, boards of education, Legislation Branch, parents and students. Individuals in bank: Students. Retention and disposal: Five years, then destroyed.

p.130 **Independent Learning Centre—Student Records**
Retention and disposal
Delete: ... 180 ...
Add: ... 3 ...

p.130 *Delete:* **Ontario Scholars**

p.131 *Delete:* **Secondary School Standing Records**

p.131 **Student Information System**
Uses
Should read: Determine eligibility for diplomas, Ontario Scholarships, college and university entrance; statistical data; occasionally provide proof of age.

p.131 **Student Information System**

Individuals in bank

Add: ... , Ontario scholars, Ontario graduates

p.131 **Student Information System**

Retention and disposal

Delete: 60 ...

Add: 55 ...

p.131 *Add:* **Private Schools**

Location: Program Implementation and Review Branch and regional offices. Legal authority: Education Act, R.S.O. 1980, c.129; R.R.O 1980, Reg. 271, s.24. Information maintained: Copies of notices of intention to operate a private school, inspection reports, list of private schools and policies documentation. Uses: Record the provision of inspection services and the interpretation of Ontario education standards and policies concerning private schools. Users: Education institutions, regional and branch staff. Individuals in bank: Teachers, students, parents. Retention and disposal: Ten years, then transferred to archives.

p.131 *Delete:* **Regional Schools for Nursing Assistants (RSNA)—Attendance and Student Records**

p.131 *Delete:* **Training Schools**

p.131 ## Learning Services Division

Renamed: ## Regional Services Division

p.131 ## Learning Services Division

Delete: Description

Add: The Regional Services Division comprises the Youth Employment Services Branch and six regional offices. It is responsible for the delivery and supervision of programs and ministry policies to school boards and provides basic employment preparation and access programs for youth.

p.131-2 ## Learning Services Division

General Classes or Types of Records

Delete: (from description) ... the measurement of student achievement, the operation of private schools, the design and construction of public and separate schools, funding policy and ...

Delete: (from list) Architectural Services
Assessment Data (municipal assessment data for school board grants calculations)
Education Funding Policy
Enrolment Data
Issues Sheets
Pupil Enrolment Data
Pupil Transportation Data
School Boards (estimates, revised estimates and financial statements)

p.133 ## Advisory Council on Special Education

Should read: (second sentence) ... The council represents parent, professional and school board associations such as ...

p.135

Ministry of Energy

p.137

Access

Freedom of Information and Privacy Coordinator
Ministry of Energy
10th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 2B7

☎ (416) 327-1221

p.138

Ministry of the Environment

p.145

Access

Freedom of Information and Privacy Coordinator
Ministry of the Environment
8th Floor, 135 St. Clair Avenue West
Toronto, Ontario
M4V 1P5

☎ (416) 323-4464

p.138

Office of the Deputy Minister

Delete: Second sentence of description

Add: Reporting to the office are the ministry's five divisions (Corporate Resources, Environmental Planning and Prevention, Environmental Sciences and Standards, Policy Development and Intergovernmental Relations, Regional Operations) as well as the Legal Services Branch, Public Affairs and Communications Services and the Waste Reduction Office.

p.138

Communications Branch

Renamed: **Public Affairs and Communications Services**

p.139

Add:

Waste Reduction Office

The office establishes a leadership position in moving from a consumer society to a conserver society by making waste reduction, reuse and recycling (the 3Rs) a way of life in Ontario.

General Classes or Types of Records

Contain information relating to the reduction of waste in Ontario
Land Use
Market Development
Master Plan
Master Plan—Financial
Technology Development
Waste Materials
Waste Reduction Policy and Programs

Personal Information Banks

None

p.139

Environmental Services Division

Renamed: **Environmental Sciences and Standards Division**

p.139

Environmental Services Division

Delete: Last sentence of description

Add: The division consists of four branches (Air Resources, Water Resources, Waste Management, Laboratory Services) and the Acid Precipitation Office.

p.140 **General Classes or Types of Records**

Add: Acid Precipitation in Ontario Study and Acid Rain

p.140 **Personal Information Banks**

Delete: Description

Add: Contain information related to individuals filing complaints and applying for licences or permits.

p.140 *Add:* **Pesticides Control Program Permit Files**

Location: Hazardous Contaminants Coordination Branch. Legal authority: Pesticides Act, R.S.O. 1980, c.376, s.5. Information maintained: Names of pesticide users, location of use, type and amount of pesticide product, date of proposed extermination, name and licence numbers of exterminators involved, permit numbers, dates of issue, names of owners and/or responsible persons. Uses: Regulate sale and use of restricted pest-control products. Users: Appropriate ministry regional and head office staff. Individuals in bank: Permit holders performing exterminations with restricted pest-control products. Retention and disposal: Four years, then destroyed.

p.140 **Intergovernmental Relations and Strategic Projects Division**

Renamed: **Policy Development and Intergovernmental Relations**

p.141 **Intergovernmental Relations and Strategic Projects Division**

Delete: Description

Add: The division provides a structure to identify strategic issues, to carry out policy development and to integrate action by the ministry and other governments nationally and internationally. The division consists of the Assistant Deputy Minister's Office, the Policy Office, the Strategic Planning Office and the Intergovernmental Relations Office.

p.141 **Intergovernmental Relations and Strategic Projects Division**
General Classes or Types of Records

Delete: Description and entries.

Add: Contain information relating to policy development, strategic projects and intergovernmental programs.

Environmental Agreements with Other Jurisdictions
Information on Environmental Policies in Other Jurisdictions
International Joint Commission
Liaison with Federal and U.S. Governments, Other Agencies and Organizations

p.141 **Intergovernmental Relations and Strategic Projects Division**
Personal Information Banks

Delete: Description

Add: None

p.141 *Delete:* **Pesticides Control Program Permit Files**

p.141 **Operations Division**

Renamed: **Regional Operations Division**

p.141 **Operations Division**

Delete: Second sentence of description

Add: It consists of six regional and 26 district offices located throughout Ontario, the Investigation and Enforcement Branch and the Spills Action Centre.

p.141 **Operations Division**

Delete: ... spill response, ...

Add: ... the reporting, surveillance and clean-up of spills and other environmental emergencies, ...

p.141 **Operations Division**

Personal Information Banks

Add: **Spills Action Centre Occurrence Reports**

Location: Spills Action Centre. Legal authority: Environmental Protection Act, R.S.O. 1980, c.141, s.80. Information maintained: Name, address, occurrence reports of pollution complaints, spills, summaries of occurrences, field inspectors' spill reports, voice-recording tapes, industries involved in major spills. Uses: Abatement and enforcement activities. Users: Spills Action Centre staff, appropriate ministry staff. Individuals in bank: Private citizens. Retention and disposal: 15 years, then transferred to archives.

p.141 **Approvals and Engineering Division**

Renamed: **Environmental Planning and Prevention Division**

p.141 **Approvals and Engineering Division**

Delete: ... administers the pesticide licensing program, as well as noise assessment and systems support; is responsible for project management and engineering; and the reporting, surveillance and clean-up of spills and other environmental emergencies.

Add: ... coordinates responsibilities related to the Niagara Escarpment, including development permit appeal decisions and Niagara Escarpment amendments; administers the pesticide licensing program and noise assessments; and is responsible for project management and engineering.

p.141-2 **Approvals and Engineering Division**

Delete: Last sentence of description

Add: The division consists of four branches: Approvals, Environmental Assessment, Project Engineering and the Land-Use Planning Branch.

p.142 *Delete:* **Spills Action Centre Occurrence Reports**

p.142 **Environmental Appeal Board**

Delete: Description

Add: This board provides an appeal mechanism for persons affected by decisions made by the Ministry of the Environment or local health units under the Environmental Protection Act, the Ontario Water Resources Act and the Pesticides Act. The appeals relate to private sewage disposal, water and sewage, waste disposal, pesticides and air and noise pollution.

p.144 **Niagara Escarpment Commission**

Delete: ... Clarksburg.

Add: ... Thornbury.

p.144 **Niargara Escarpment Commission**

General Classes or Types of Records

Add: Niagara Escarpment Plan Five-Year Review Comments

p.144 *Add:*

Office for the Greater Toronto Area (GTA)

The GTA Programs section of the office coordinates programs and projects to achieve objectives that are shared by several provincial ministries and municipalities and that contribute to the quality of life in the GTA and/or address a current infrastructural need.

The GTA Urban Structure section coordinates the development of a long-term strategy for managing growth in the GTA. Through the Greater Toronto Coordinating Committee, it directs the research and process that will assist the municipalities and the province to agree on settlement and employment patterns and the social, physical and environmental infrastructure required to support the patterns. It also coordinates the capital planning and investment options associated with the infrastructure requirements.

Under appointment by the Premier, the Greater Toronto Coordinating Committee of municipal chief administrative officers coordinates information exchange and research priorities and generates common data for the information of municipalities and provincial ministries.

Access

A public reading room for the review of manuals and other information is open during regular office hours on the second floor at 777 Bay Street, Toronto.

p.146 # Fanshawe College of Applied Arts and Technology

p.147 ### Access

Freedom of Information and Privacy Coordinator
Fanshawe College of Applied Arts and Technology
1460 Oxford Street East
London, Ontario
N5W 5H1

☎ (519) 452-4460

p.148 # Ministry of Financial Institutions

p.154 ### Access

Freedom of Information and Privacy Coordinator
Ministry of Financial Institutions
6th Floor, 10 Wellesley Street East
Toronto, Ontario
M7A 2H8

☎ (416) 963-3671

p.148 ### Organization

Delete: ... the Insurance Division, ...
... and the Ontario Automobile Insurance Board.

Add: ... and the Ontario Insurance Commission.

p.150 ### Affiliated Agencies

Add:

Automobile Insurance Review

The review was established to coordinate the development of a driver-owned automobile insurance system in Ontario by researching and analyzing the automobile insurance system (viz., ownership, product design, distribution, marketing and pricing; liaison with the private insurance industry, accident victim groups and consumers concerned with auto insurance issues) and initiating reform.

General Classes or Types of Records

Contain general administrative records as described in Chapter II of this directory.

Personal Information Banks

None

p.151

Ontario Automobile Insurance Board

Delete: Entry. See Ontario Insurance Commission p.151

p.155

Minister Responsible for Francophone Affairs

Renamed: **Office of Francophone Affairs**

p.155

Access

Freedom of Information and Privacy Coordinator
Office of Francophone Affairs
4th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2

☎ (416) 965-3865

p.155

Head

Delete: Address

Add: 3rd Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario
M7A 1Z8
Telephone: (416) 327-9200

p.156

George Brown College of Applied Arts and Technology

p.157

Access

Freedom of Information and Privacy Coordinator
George Brown College of Applied Arts and Technology
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

☎ (416) 944-4443
TDD: (416) 967-0966

p.156

Organization

Delete: Second sentence of description

Add: The college comprises three divisions, each headed by a vice-president: the Academic Division, the Access and External Relations Division and the Administrative Division.

p.156

President's Office

Add: Reporting to the president is the Human Resources Department.

p.156

President's Office

Personal Information Banks

Add: The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Grievances and Applications
Health and Medical Records
Job Competitions and Applications
Ombudsman/Human Rights Commission
Professional Development
Workers' Compensation

p.156

Administrative Division

Delete: Second sentence of description

Add: Reporting to the vice-president, Administration are the following departments: Computer Services, Finance and Accounting, Physical Resources, and Registrar and Student Services.

p.156

Administrative Division

General Classes or Types of Records

Delete: ... and the management of human resources

p.156

Administrative Division

Personal Information Banks

Delete: Employee Personnel, Payroll and Benefits Records
Grievances and Applications
Health and Medical Records
Innovation Centre Clients, Registrants and Users
Job Competitions
Parking Records
Professional Development
Workers' Compensation

Add: Employee Personnel, Payroll and Benefits Records (payroll records only)

p.156

Academic Division

Delete: ... Access and Program Development; ...
... Business and Industry Training; ...

p.157

General Classes or Types of Records

Delete: ... Day Care Centres and community outreach activities

Add: ... and Day Care Centres

p.157

Personal Information Banks

Delete: FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Student Counselling
Vocational Testing and Counselling

p.157

Personal Information Banks

Add: Also contain information on rehabilitation services provided to students.

Redirection Through Education Program Student Files

Location: Redirection Through Education Program Office. Legal authority: Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. Information maintained: Name, address, date of birth, social insurance number, academic, medical, mental health, psychiatric and personal history, application and intake records, functional level tests, psychiatric and psycho-social assessment reports if available, sponsorship authorization forms and invoices (Vocational Rehabilitation Services, Ministry of Community and Social Services, etc.), release of information forms, referral forms. Uses: Assist in providing appropriate rehabilitation services to people with psychiatric disabilities in a classroom setting and on an individual counselling basis; assist in administering the program; assist anonymized research into the program's effectiveness. Users: Department staff; referring or sponsoring agencies on the student's written request. Individuals in bank: Students and potential students with psychiatric and mental health problems who are referred to the program. Retention and disposal: Five years, then destroyed.

p.157

Add:

Access and External Relations Division

Under the direction of the vice-president, Access and External Relations, this division is comprised of the academic and administrative units providing outreach programs and services, marketing and business ventures. These include the Access and Program Development Division, Ventures, the Continuing Education Department and the Marketing Department.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the college's student access programs, community and international outreach activities, business and industry training programs and business ventures.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Parking Records
Vocational Testing and Counselling

Also contain information on students and clients with special needs.

Deaf and Hard-of-Hearing and Special Needs Student/Client Files

Location: Services for the Deaf and Hard-of-Hearing and Special Needs Program Office. Legal authority: Ministry of Colleges and Universities Act, R.S.O. 1980, c.272, s.5; R.R.O. 1980, Reg. 640. Information maintained: Name, address, date of birth, social insurance number, academic and medical history, application and intake records, academic, medical and/or psycho-educational assessment reports, educational and/or psycho-educational tests, academic transcripts, sponsorship authorization forms and invoices (Vocational Rehabilitation Services, Ministry of Community and Social Services, etc.), release of information forms. Uses: Assist in providing appropriate accommodation to students with special needs; assist in administering the program; assist anonymized research into the program's effectiveness. Users: Department staff; referring or sponsoring agencies on the student's written request. Individuals in bank: Students and potential students with special needs due to handicapping conditions, and others referred for assessment. Retention and disposal: Not determined.

p.158

Georgian College of Applied Arts and Technology

p.160

Access

Freedom of Information and Privacy Coordinator
Georgian College of Applied Arts and Technology
One Georgian Drive
Barrie, Ontario
L4M 3X9

☎ (705) 728-1951

p.158

Organization

Delete: Description

Add: Georgian College is governed by a board of governors and is organized into three divisions: Academic, Administration and Community Development. Each division is each headed by a vice-president. Georgian has campuses in Barrie, Orillia and Owen Sound. The three vice-presidents and the principals of the Orillia and Owen Sound campuses report to the president. Georgian's satellite campuses are in Parry Sound, Midland, Collingwood, Orangeville and Walkerton, with three off-campus sites in Barrie, Orillia and Owen Sound. Administrative headquarters are located in Barrie.

p.158

Board of Governors

Delete: Last sentence of description

Add: The board has two standing committees: Executive and Audit.

p.158

Academic Division

Delete: Description

Add: The vice-president, Academic is responsible for developing and delivering academic programs in the following schools: Applied Arts and Health Sciences, Business, Design and Visual Arts, Engineering Technology and Hospitality and Tourism. The division is also responsible for the corporate functions of program evaluation, program development (program planning, development and evaluation), as well as for the operation of the Canadian Automotive Institute, the Civil Aviation Institute, the Great Lakes School of Marine Technology, the college council, the college research centre, the development programs, the learning labs, secondary school curriculum relationships and articulation agreements.

p.159

Administrative Services Division

Renamed: **Administration Division**

p.159

Administrative Services Division

Delete: Description

Add: The vice-president, Administration is responsible for financial planning, budget control and financial services. Included in these responsibilities are accounting, the bookstore, printing, purchasing and shipping/receiving. The Administration Division is responsible for managing Physical Resources, which includes furniture and equipment, contracts, grounds maintenance and space allocation. The division is also responsible for Human Resources, which includes personnel/payroll, benefits, employment equity, human resources development, and organizational planning and development. Computer Services, the Registrar's Office and Student Services are also responsibilities of this division and include student admissions, registration, scheduling and statistics, student records, financial aid, counselling, health services, athletics and recreational services, the Students' Administrative Council, the Learning Resource Centre and the Media Centre.

p.159

Administrative Services Division

Personal Information Banks

Delete: Parking Records

Add: (to common banks) Health and Medical Records
Student Applications
Student Athletics and Fitness Programs
Student Counselling Records
Student Registration and Academic History
Vocational Testing and Counselling

p.159

Community Development Division

Delete: Third sentence of description

Add: Included in these responsibilities are marketing, official ceremonies, convocations, theatre allocation, telecommunications, switchboard and fundraising.

p.159

Community Development Division

Personal Information Banks

Add: (to the common banks) Graduate and Alumni Records
Scholarships and Awards

p.160

Community Development Division

Personal Information Banks

Add: **Georgian College Foundation Records**

Location: Resource Development. Legal authority: Ministry of Colleges and Universities Act, R.S.O. 1980, c.272; R.R.O. 1980, Reg. 640. Information maintained: Donor's name, address, telephone number, occupation, activity donated to and amount, directors' names, addresses, telephone numbers, biographical information. Uses: Recruitment; maintain a record of past and present members; contact and communication for fundraising. Users: Georgian Foundation board of directors, administrative staff. Individuals in bank: Past and present members of the board of directors, donors. Retention and disposal: Not determined.

p.161

GO Transit

p.163

Access

Freedom of Information and Privacy Coordinator
Administration and Claims Office
GO Transit
1120 Finch Avenue West
Toronto, Ontario
M3J 3J8

☎ (416) 665-9211

p.161

Engineering, Development and Plant

Personal Information Banks

Delete: None

Add: Contain employee parking records.

Parking Records

Location: Project Development Office. Legal authority: Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(1)(b)(ii). Information maintained: Name, address, daytime telephone number, make, model and licence number of vehicle. Uses: Authorize parking in preferred carpool parking spaces. Users: Administrative staff. Individuals in bank: Customers. Retention and disposal: Six months or until renewal of application, then destroyed.

p.161

Planning, Finance and Administration

General Classes or Types of Records

Delete: (from list) Labour Negotiations and Grievances

p.161

Planning, Finance and Administration

Personal Information Banks

Add: Employment Equity Program

p.162

Competition Files

Retention and disposal

Delete: Not determined.

Add: Three years, then destroyed.

p.162 *Delete:* **Non-Payment of Fare Voucher**

p.162 *Add:* **Fare Collection/Refund Records**

Location: Revenue Accounting Office. Legal authority: Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(1)(b)(iv) and s.9(4). Information maintained: Name, address, telephone number, social insurance number, identification number, credit card information. Uses: Identify individuals for the collection/refund of fares. Users: Revenue Accounting, Audit, Claims and Security staff. Individuals in bank: Customers. Retention and disposal: Up to six years, then destroyed.

p.163

Operations

Personal Information Banks

Add: **Lost and Found Records**

Location: Lost and Found Office. Legal authority: Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.5. Information maintained: Name, address, telephone number, customer identification, description of article(s). Uses: Return articles to customers. Users: Passenger Services, Security and Audit staff. Individuals in bank: Customers. Retention and disposal: Six months to one year, then destroyed.

p.163 *Add:* **Security Investigations/Prosecutions**

Location: Security Office. Legal authority: Toronto Area Transit Operating Authority Act, R.S.O. 1980, c.505, s.9(2)(4); Provincial Offences Act, R.S.O. 1980, c.400, Parts 1, 2, 3, and 5; Highway Traffic Act, s.19; Trespass to Property Act, s.9(1); Criminal Code of Canada, s.494. Information maintained: Name, address, telephone number, date of birth, sex, occupation, driver's licence, vehicle ownership, police and witness reports, criminal record, nature and circumstances of charge(s). Uses: Investigate and prosecute individuals. Users: Security and Audit staff, Metropolitan Toronto Police and the Ministry of the Attorney General staff. Individuals in bank: Individuals who commit an offence against GO Transit. Retention and disposal: Not determined.

p.164

Ministry of Government Services

p.167

Access

Freedom of Information and Privacy Coordinator
Ministry of Government Services
7th Floor, 77 Wellesley Street West
Toronto, Ontario
M7A 1N3

☎ (416) 327-3637
Toll-free: 1-800-268-7095
TDD: (416) 865-5130

p.164 **Communications Services Branch**

Delete: ... and the employee suggestion program.

Add: ... , the employee recognition program and the employee suggestion program.

p.164 **Office of the French Language Services Coordinator**

Delete: Entry

p.164 *Add:* **Legal Branch**

The branch provides general legal and counsel services to the ministry and its agencies.

General Classes or Types of Records

Contain information on the legislation and legislative acts related to the ministry and on the advice provided to program and support branches and to the ministry's agencies.

Legal Documents

Personal Information Banks

None

p.164 *Add:* **The Green Workplace Program**

The program provides government ministries with assistance in implementing a full range of environmental initiatives in the workplace including reduction, reuse, recycling, environmentally sensitive procurement, energy conservation, water management, air quality and harmful substance management.

General Classes or Types of Records

Information and reports relating to reduction, reuse and recycling, etc.

Personal Information Banks

None

p.165 **Finance and Administration Services Division**

Renamed: **Corporate Services Division**

p.165 **Finance and Administration Services Division**

Delete: ... legal, ...

Delete: Second sentence of description

Add: The ministry also provides selected administrative services to the Office for Disability Issues, the Office for Seniors' Issues, the Ontario Women's Directorate and the Public Appointments Secretariat.

p.165 **Finance and Administration Services Division**

Personal Information Banks

Delete: Employment Equity Program

p.165 *Add:* **Workforce Profile**

Location: Employment Equity Program Office. Legal authority: Public Service Act, R.S.O. 1980, c.418. Information maintained: Name, social insurance number, date of birth, job classification and title, office location, telephone number, education, employment history, career goals. Uses: Monitor progress of the program to establish equal opportunities for designated groups in the areas of training, promotions and career mobility. Users: Employment Equity staff, management and personnel/human resources staff. Individuals in bank: Employees of the institution who are in groups designated under Employment Equity. Retention and disposal: Employment work period, then destroyed.

p.165 *Delete:* **Debt Collection Litigation**

p.165 **Home-Owner Employee Relocation Plan**
Location
Delete: Land Management Branch
Add: Real Estate Branch—West

p.165 **Tenant Property Files**
Location
Delete: Land Management Branch
Add: Real Estate Branch—West, Central, North and East

p.165 **Supply and Services Division**
Delete: ... the administration of employee pension plans, employee services and the Corporate Human Resource Information System (CHRIS) project.
Add: ... employee services and the Corporate Payroll (CORPAY) project.

p.166 **General Classes or Types of Records**
Delete: ... trucking and vehicle maintenance ...
... and operational support for the CHRIS project. ...
Add: ... and operational support for the CORPAY project. ...

p.166 **Personal Information Banks**
Delete: ... and pension payroll administration, ...

p.166 *Add:* **Corporate Payroll (CORPAY)**
Location: Personnel/Human Resources Branch, Finance Branch and line managers' offices. Legal authority: Public Service Act, R.S.O. 1980, c.418; R.R.O. 1980, Reg. 881, s.7(1) and s.22. Information maintained: Name, date of birth, education, work history, pay level, record of work attendance, other basic employee data. Uses: Issue pay cheques; prepare statistical reports such as T4s, pension contributions; record attendance. Users: Managers, personnel/human resources staff, financial staff. Select information is available to the Ontario Public Service Employees Union, insurance companies and banks. Individuals in bank: Ontario Public Service employees and Crown employees. Retention and disposal: Variable, up to 50 years after termination, then destroyed; select files to archives.

p.166 *Add:* **Debt Collection Litigation**
Location: Central Collection Service. Legal authority: Ministry of the Attorney General Act, R.S.O. 1980, c.279, s.5(h); Financial Administration Act, R.S.O. 1980, c.161, s.2. Information maintained: Name, address, court documents, correspondence, notes, memoranda, client ministry files, various credit reports. Uses: Collect debts. Users: Internal section staff, contracted legal agents. Individuals in bank: Persons indebted to the Crown. Retention and disposal: Current, then returned to the client for storage/disposal.

p.166 **Ontario Government Employee Counselling**
Location
Delete: Description
Add: Medical Consulting Services.

p.166 **Ontario Government Health Service**
Users
Delete: Description
Add: Medical Consulting Services staff.

p.166 *Delete:* **Ontario Government Pension Payroll**

p.167 **Mortgage and Lease Agreements**
Retention and disposal
Delete: Not determined.
Add: Seven years after discharge of mortgage, then destroyed.

p.167 **Judges' Pension Benefits**
Location
Delete: Employee Pensions and Benefits Administration
Add: Human Resource Information Services

p.168 # Ministry of Health

p.192 ## Access

Freedom of Information and Privacy Coordinator
2195 Yonge Street, 4th Floor
Toronto, Ontario
M4S 2B2

☎ (416) 327-7040

p.169 ## Health Insurance and Systems

Delete: Second sentence of description
Add: The group is comprised of three divisions: the Health Insurance Division consisting of the Client Services Branch, the Provider Services Branch and the Alternative Funding Unit; the Claims Payment Division consisting of district offices; and the Information Systems Division consisting of the Systems Development Branch, the Systems Support Branch and the User Support Branch.

p.170 *Add:* **Health Insurance Enrolment**

Location: Claims Payment Division. Legal authority: Ministry of Health Act, s.6 (1)(2); Health Insurance Act, s.4(2)(b)(f), s.10, s.11(1); O. Reg. 689/86; Ontario Drug Benefit Act, s.2. Information maintained: Surname, first and middle names of people whose coverage is recorded, name style preferred on health card, health card number, mailing and residence address, date of birth, sex, language preference (French or English), citizenship status, residency and immigration information, previous OHIP number, Ontario Senior Citizen Privilege Card number, microfilm numbers of original documents, temporary absence information, date of enrolment. Uses: Determine eligibility for health insurance coverage; assign health insurance numbers; respond to enrolment inquiries; monitor program and system performance; provide statistics; investigate allegation of fraud; respond to court orders and subpoenas; determine eligibility for enrolment or continued enrolment. Users: Enrolment and claims processing staff, subrogation, recovery and collection staff, Finance and Accounting Branch staff, Client Services staff, Emergency Health Services staff, Information and Systems Divisions staff, ministry officials, Legal Services Branch counsel, Community Health Programs Branch staff, Health Services Appeal Board and other specifically authorized agencies. Individuals in bank: All persons who have applied for health insurance coverage on the Registered Persons Database (RPDB), whether they qualify or not. Retention and disposal: Seven years, then destroyed.

p.171 **Inpatient File (HMRI/OHIP admission and discharge data)**
Renamed: **Integrated Inpatient File (HMRI/RPDB data)**

p.174

Community Health and Support Services

Delete: Description

Add: The Community Health and Support Services Division reports jointly to the Ministry of Community and Social Services and the Ministry of Health. The division provides a focus for community health services in Ontario. It supports public health units in the community and manages home care services, health service organizations and community health programs including mental health, alcohol- and drug-dependency programs and the Homes for Special Care Program. Community Support Services consists of the Residential Care Branch, which includes nursing homes, the In-Home Services Branch, the Long-Term Care Policy Branch and 14 area offices located across the province. Community Health Programs consists of the Community Health Branch, the Community Mental Health Branch, the Public Health Branch and the Health Promotion Branch.

p.174

General Classes or Types of Records

Delete:
Area Medical Officers' Local Health Agency
Chronic Disease Prevention
Clinic Services Branch
Communicable Diseases and Epidemiology—Returns and Reports
Dental Health Program Files and Indices
Environmental and Occupational Health
Environmental Assessment Reports
Epidemiology
Health Unit—Public Health Inspection Statistical Data
Local Health Agencies—Veterinary and Public Health, Public Health Engineering
Milk Products and Pasteurization Plants Inspection and Monitoring
Monthly Summaries of Milk Laboratory Reports
Public Health Interests (inspections, VD control, veterinary public health)
Public Interest Evaluation Reports
Report of Notifiable Diseases to Statistics Canada
Slaughterhouses and Meat-Processing Plants
Special Health Promotion Projects
Summer Camp Licensing (inactive files since divestment)
Swimming Pool Approval
Task Forces and Project Teams
Tuberculosis Statistics System
Venereal Disease Clinics—Payments
Zoonoses

Add:
Community Health Status Information Program Files
Emergency Response Program Files
Food Safety Program Files
Infection Control in Institutions Program Files
Non-Communicable Disease Investigation Program Files
Outbreak Control Program Files
Rabies Control Program Files
Sexually Transmitted Diseases Program Files
Vaccine Preventable Diseases Program Files
Water Quality Program Files

p.176

Delete: **Communicable Diseases and Zoonoses—Laboratory Test Results**

p.176

Computer-Assisted School Health Services

Users

Delete: Public health nurses in the immunization program, senior consultants, managers, Data Support Services, data clerks.

Add: Board of Health staff responsible for immunization of school pupils, consultants, Disease Control Service and Systems Support Unit staff.

p.176 **Computer-Assisted School Health Services**
Retention and disposal
Delete: Variable, then transferred to archives.
Add: Retained on data tape for 11 years after last data entry to record, then deleted.

p.176 **Congenital Anomalies Surveillance**
Retention and disposal
Delete: Not determined.
Add: Three years, then destroyed.

p.176 *Delete:* **Dental Coach Program—Children's Dental Records**

p.177 **Homes for the Aged—Investigation Reports (complaints and incidents)**
Location
Delete: Local area offices of the Ministry of Community and Social Services.
Add: Local Community Support Services area offices of the Community Health and Support Services Division.

p.177 **Homes for the Aged—Investigation Reports (complaints and incidents)**
Users
Delete: ... regional directors, ...

p.177 **Immigrant Medical Services**
Legal authority
Should read: Health Protection and Promotion Act,...

p.177 **Immigrant Medical Services**
Users
Delete: ... , data clerk

p.177 **Immigrant Medical Services—Patients' Tuberculosis Records**
Renamed: **Immigrant Medical Services—Notification to Provincial Government of Inactive Pulmonary Tuberculosis**

p.177 **Immigrant Medical Services—Patients' Tuberculosis Records**
Information maintained
Delete: ... chest X-ray data, ...
... recommendations, ...

p.177 **Immigrant Medical Services—Patients' Tuberculosis Records**
Uses
Delete: ... abnormal chest findings; ...
Add: ... findings suggestive of inactive pulmonary tuberculosis; ...

p.177 **Immigrant Medical Services—Patients' Tuberculosis Records**
Users
Delete: ... ; administrative secretary
Add: ... , Systems Support Unit staff, local public health agencies

p.177 **Immigrant Medical Services—Patients' Tuberculosis Records**
Individuals in bank
Delete: ... abnormal chest X-rays
Add: ... inactive pulmonary tuberculosis

p.177 *Delete:* **Immigrant Patient Chest-Disease Records (active and inactive)**

p.177 **Maternal Mortality**
Users
Delete: ... Maternal Welfare/ ...
Add: ... Maternal Mortality Subcommittee/ ...

p.178 *Delete:* **Perinatal Mortality Data**

p.178 **Reportable Diseases**
Legal authority
Should read: Health Protection and Promotion Act, ...

p.179 **Sexually Transmitted Diseases—Contact Cards and Related Correspondence**
Information maintained
Delete: ... North America
Add: ... the world

p.179 **Sexually Transmitted Diseases—Contact Cards and Related Correspondence**
Users
Delete: ... , Data Support Section data clerk and supervisor

p.179 **Sexually Transmitted Diseases—Contact Cards and Related Correspondence**
Individuals in bank
Delete: Residents having had contact with persons residing outside Ontario infected with sexually transmitted diseases, and

p.179 **Sexually Transmitted Diseases—Patient Case Files**
Information maintained
Delete: ... general medical history, information related to general diseases
Add: ... serology treatment

p.179 **Sexually Transmitted Diseases—Patient Case Files**
Uses
Delete: Enable physicians, clinics, hospitals and health units to monitor and control sexually transmitted diseases
Add: Research purposes

p.179 **Sexually Transmitted Diseases—Patient Case Files**
Users
Delete: ... , public health nurses

p.179 **Sexually Transmitted Diseases—Patient Case Files**
Individuals in bank
Add: notified between April 1, 1981, and March 31, 1990

p.179 **Sexually Transmitted Diseases—Patient Case Files**

Retention and disposal

Delete: One year after death or until 80th birthday, whichever is earlier, then destroyed.

Add: Microfiche is kept for 50 years.

p.179 **Tuberculosis Admission/Separation Cards**

Users

Delete: ... and Epidemiology ...
... staff, data clerk

Add: ... , User Support Unit

p.179 **Tuberculosis Admission/Separation Cards**

Individuals in bank

Add: between 1920 and 1982

p.179 **Tuberculosis Register and Index of Active Patients, Notification of New Active or Reactivated Cases, Nominal Roll**

Retention and disposal

Delete: Description

Add: Microfiche records from 1960 to 1988 inclusive maintained for 50 years; nominal roll destroyed in 1990.

p.181 **Assistive Devices—Patients' Financial Records**

Information maintained

Delete: Description

Add: Name, address, telephone number, sex, health insurance number, diagnosis, prescribed ADP equipment, health care professional number and vendor ADP numbers, date physician signed form, physician's registration number, physician's authorization.

p.183 *Add:* **Ambulance Services—General Accident Report Form**

Location: Occupational Health and Safety; Education Services. Legal authority: Ambulance Act, R.S.O. 1980, c.20; O.Reg. 600/89. Information maintained: Investigation and review of accidents resulting in injuries, name of injured employee, type of injury, name of employing service, Workers' Compensation identification number, names and addresses of witnesses. Uses: Assist in investigating, researching and reviewing worker injuries as part of the Ambulance Service Branch's overall safety program. Users: Ambulance Service Branch staff, Ontario Provincial Police. Individuals in bank: Ontario Ambulance System employees involved in any work-related accident that results in injury; witnesses of accidents or incidents. Retention and disposal: Not determined.

p.183 *Add:* **Ambulance Services—Course Report and Roster**

Location: Occupational Health and Safety; Education Services. Legal authority: Ambulance Act, R.S.O. 1980, c.20; O. Reg. 600/89. Information maintained: Name, address, marks obtained and comments relating to courses given and certificates issued. Uses: Maintain records on Ambulance Service employees continuing qualification to ensure acceptability for employment as prescribed by the Ambulance Act and Regulation. Users: Ambulance Service Branch staff, ambulance service operators. Individuals in bank: Employees of the Ontario Ambulance System who undertake various courses. Retention and disposal: Two years after individual ceases employment with the Ontario Ambulance System, then destroyed.

p.183 **Drug Benefit Plan—Invoices, Claims and Remittance Invoices**

Legal authority

Should read: Ontario Drug Benefit Act, S.O. 1986, c.276;...

p.184 **Extended Care—Applications for Temporary Eligibility**
Information maintained
Delete: ... OHIP number, ...
Add: ... health insurance number (OHIP/health insurance number), ...

p.184 **Extended Care—Applications for Temporary Eligibility**
Users
Delete: ... Nursing Homes Branch ...
Add: ... Residential Services Branch ...

p.184 **Extended Care Residents—Master File**
Information maintained
Delete: OHIP number, ...
Add: Health insurance number (OHIP/health insurance number), ...

p.184 **Extended Care Residents—Master File**
Users
Delete: ... Nursing Homes Branch ...
Add: ... Residential Services Branch ...

p.184 **Homes for Special Care Residents—Master File**
Information maintained
Delete: ... OHIP number, ...
Add: ... health insurance number (OHIP/health insurance number), ...

p.184 **Homes for Special Care Residents—Master File**
Users
Delete: ... Nursing Homes Branch ...
Add: ... Residential Services Branch ...

p.184 **Interprovincial Reciprocal Billing System for Hospitals**
Information maintained
Delete: ...OHIP number, ...
Add: ... health insurance number, ...

p.184 **Interprovincial Reciprocal Billing System for Hospitals**
Users
Delete: ... authorized OHIP staff, ...
Add: ... authorized staff of the Health Insurance Division and Provider Services Branch, ...

p.184 **Medical Payments—Payments Under Assistive Devices**
Renamed: **Health Care Payments—Payments Under Assistive Devices Program**

p.184 *Delete:* **Ontario Senior Citizens' Privilege Cards—Applications**

p.192 **Task Force on the Implementation of Midwifery**
Delete: Entry

p.193

Ministry of Housing

p.199

Access

Freedom of Information and Privacy Coordinator
Administrative Services Branch
Ministry of Housing
2nd Floor, 777 Bay Street
Toronto, Ontario
M5G 2E5

☎ (416) 585-7663

p.193

Mandate

Delete: Description

Add: The Ministry of Housing is responsible for strategies to help meet the need for affordable housing while encouraging the conservation of existing accommodation. Through the Ontario Housing Corporation, the ministry provides rent-geared-to-income housing for low- and moderate-income households. Ministry staff work with non-profit and cooperative housing organizations, the private sector, other ministries and levels of government to develop private and municipal non-profit and cooperative housing. The ministry also administers rent control legislation and ensures safe and efficient building in Ontario.

p.193

Organization

Delete: Description

Add: The ministry is organized into four primary activity areas: Housing Operations, Housing Policy, Building Programs and Corporate Resources Management. There is also the Seaton Interim Planning Team.

p.193

Corporate Resources Management Wing

Renamed: **Corporate Resources Management Division**

p.193

Corporate Resources Management Wing

Manuals

Delete: Employment Equity
Office of the Treasury

Add: Benefits—Crown Personnel
HIPPS Payroll

p.194

Social Housing Wing

Renamed: **Housing Operations Division**

p.194

Social Housing Wing

Delete: Description

Add: The division also implements the Residential Rent Regulation Act by resolving applications for rent review and related matters filed by landlords and tenants, by advising the public on all residential tenancy matters, developing policy on rent review issues, administering the residential rent registry and reviewing and recommending appropriate action concerning applications for exemptions under the Rental Housing Protection Act.

p.195

Housing Policy Wing—Housing Supply Policy and Rent Review

Delete: Entry

Note: The general records and personal information banks of this division have been transferred to the Housing Operations Division (formerly the Social Housing Wing).

p.196

Building Services Division

Renamed: **Building Services Program**

p.196-7

General Classes or Types of Records

Manuals

Delete: Guide and Illustrations for Part 3 of the Building Code
Guide and Illustrations for Part 9 of the Building Code

Add: Code and Construction Guide for Housing
Guide to Farm Buildings
Guide to the Building Code

p.197

Add:

Housing Policy Division

The division develops recommendations, strategic plans and programs to facilitate the supply of affordable and adequate rental and owned housing in Ontario (including new construction, rehabilitation and the more efficient use of existing housing stock). It defines the process for the regulation of residential rents in Ontario. Other objectives are to actively promote affordable housing opportunities through advocacy, influence the use of government lands for affordable housing, modify the land-use planning and approvals environment to support affordable housing, and negotiate and strengthen partnerships and coalitions with all sectors to support the production of affordable housing.

General Classes or Types of Records

Contain information relating to policy development and affordable housing developments, as well as information required to administer and determine eligibility for housing initiatives and demonstration projects.

Administration re: Advocacy and Sector Support Grants Program (e.g., Partners in Housing Program)
Housing Research Projects and Statistics
Government Land Holdings
Interventions

Manuals

Housing Advocacy Guide

Personal Information Banks

None

p.197

Housing Advocacy Task Force

Delete: Entry

p.200

Humber College of Applied Arts and Technology

p.201

Access

Freedom of Information and Privacy Coordinator
Humber College of Applied Arts and Technology
205 Humber College Boulevard
Etobicoke, Ontario
M9W 5L7

☎ (416) 675-3111, ext. 4520

p.200

Organization

Delete: ... five ...

Add: ... six ...

Delete: ... Academic, ...

Add: ... Instruction, ...

Delete: ... and Educational and Faculty Services. ...

Add: ... , Educational and Faculty Services and Business and Industry Services. ...

p.200

Office of the President

Delete: ... Academic ...

Add: ... Instruction ...

Delete: ... and Educational and Faculty Services ...

Add: ... Educational and Faculty Services and Business and Industry Services ...

p.200

Academic

Renamed: **Instruction**

p.200

Academic

Delete: Last sentence of description

p.200

Academic

General Classes or Types of Records

Delete: ... and the administration of government-sponsored programs

p.200

Academic

Personal Information Banks

Delete: FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

p.201

Add:

Business and Industry Services

This division administers government-sponsored employment and skills/academic upgrading programs such as the Ontario Basic Skills and FUTURES Programs as well as contract training programs.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to government relations and the delivery of government-sponsored programs.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

p.202

Ministry of Industry, Trade and Technology

p.205

Access

Freedom of Information and Privacy Coordinator
Ministry of Industry, Trade and Technology
Information Centre
3rd Floor, Hearst Block
900 Bay Street
Toronto, Ontario
M7A 2E1

☎ (416) 325-6633

p.202

Organization

Delete: ... four divisions ...

Add: ... five divisions ...

p.202

Premier's Council Secretariat

Delete: Entry. The secretariat has been transferred out of the ministry.

p.202

Premier's Council Technology Fund Secretariat

Renamed: **Ontario Technology Fund**

p.203

Industry and Trade Expansion Division

Delete: Entry

p.203

Add:

Industry and Technology Division

This division acts to stimulate regional and economic growth, development and investment. It promotes competitive research and technical development and innovation in Ontario. It works to increase the annual contribution of Ontario's small business community to the province's economy through improving the climate for small business and the ability of small business to prosper and grow. It provides advice and analysis on economic policy and strategic changes that will assist Ontario industry in the transition to a more competitive international marketplace.

Note: Small Business Ontario and the Ontario Technology Fund are now part of this division.

General Classes or Types of Records

None

Personal Information Banks

None

p.203

Add:

Trade and International Relations Division

This division serves to promote Ontario as the preferred location for new investment. It acts to assist individual Ontario companies to remain competitive and to enter and compete successfully in international markets. It provides information and advice to the government of Ontario on international events and trends that may have an impact on the province's interests.

Note: The Office of International Relations and the Office of Protocol have been transferred from the Ministry of Intergovernmental Affairs to this division.

General Classes and Types of Records

None

Personal Information Banks

None

p.206

Ministry of Intergovernmental Affairs

p.207

Access

Freedom of Information and Privacy Coordinator
Finance and Administrative Services Branch
Ministry of Intergovernmental Affairs
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1C2

☎ (416) 325-4766

p.206

Organization

Delete: First two sentences of description.

Add: The ministry consists of three units: Constitutional Affairs and Federal-Provincial Relations, Communications and Finance and Administration Services. The ministry has staff in Ottawa and Quebec City.

p.206

Office of Federal–Provincial Relations

Renamed: Constitutional Affairs and Federal–Provincial Relations

p.206

Office of Federal–Provincial Relations

Delete: The Office of Federal–Provincial Relations ...

Add: Constitutional Affairs and Federal–Provincial Relations ...

p.206

Office of Federal–Provincial Relations

Add: The ministry's offices in Ottawa and Quebec City are an integral part of the government's activities in federal–provincial and constitutional matters. Under the direction of respective assistant deputy ministers, senior staff are able to carry out a more immediate, direct and personal exchange of information with government officials in these two key areas. In addition, the Ottawa office acts as a host office for Ontario government ministers and officials in Ottawa for federal–provincial meetings.

p.206

Communications Branch

Delete: Description

Add: The Communications Branch provides information services for the ministry and its client groups. It also prepares communications plans and strategies and provides communications support to the minister, deputy minister, senior managers and policy area. Other responsibilities include liaising with the media; answering public inquiries; coordinating the advertising activities of the ministry; producing and distributing news releases, speeches, publications and statements; monitoring events in other provinces; and ensuring that Ontario's position on issues of mutual concern reaches other governments in Canada. Through contacts with the federal government and Ontario ministries, the branch also develops communications planning for members of the Royal Family visiting the province.

p.206

Office of International Relations

Delete: Entry. The office has been transferred to the Ministry of Industry, Trade and Technology.

p.207

Office of Protocol

Delete: Entry. The office has been transferred to the Ministry of Industry, Trade and Technology and the Ministry of Citizenship.

p.207

Affiliated Agencies

Delete: Entries. The agencies have been transferred to the Ministry of Citizenship.

p.208

La Cité collégiale, Collège d'arts appliqués et de technologie

p.210

Access

Director
Corporate Affairs
Freedom of Information and Privacy
La Cité collégiale
2465 St-Laurent Boulevard
Ottawa, Ontario
K1G 5H8

☎ (613) 786-2000

p.208

Head

Delete: Address

Add: President's Office
La Cité collégiale
2465 St-Laurent Boulevard
Ottawa, Ontario
K1G 5H8
Telephone: (613) 786-2000

p.208

Organization

Delete: First sentence of description

Add: The President's Office is accountable to the board of governors and has authority over eight administrative divisions: Academic Services—Ottawa, Industry and Commerce—Ottawa, Access and Development, Academic—Cornwall, Academic—Hawkesbury, Finance and Administration, Student Affairs and Human Resources, Corporate Affairs. ...

p.208

President's Office

Delete: Second sentence of description

Add: The administrative divisions (Student Affairs and Human Resources, Corporate Affairs, Administration and Finance, Academic Services, Industry and Commerce, Academic—Cornwall, Academic—Hawkesbury and Access and Development) are directly accountable to the President's Office.

p.208

Ressources humaines et affaires étudiantes (Human Resources and Student Affairs)

Renamed: **Dean, Student Affairs and Human Resources**

p.209

Administration et finances (Administration and Finance)

Renamed: **Administration and Finance**

p.209

Administration et finances (Administration and Finance)

Delete: ... Administration et finance (Administration and Finance), ...

Add: ... Administration and Finance ...

p.209 **Enseignement—Services (Academic Services), Enseignement—Industry and Commerce (Academic—Industry and Commerce), Enseignement—Cornwall (Academic—Cornwall), Enseignement—Hawkesbury (Academic—Hawkesbury)**

Renamed: **Academic Services, Industry and Commerce, Academic–Cornwall, Academic–Hawkesbury**

p.209 **Accès et développement (Access and Development)**

Renamed: **Access and Development**

p.209 **Accès et développement (Access and Development)**

Delete: Description

Add: This administrative unit has the responsibility to negotiate contracts with all levels of government, private agencies and business. In addition, this unit manages the Ontario Skills Development Office as well as the Ontario Skills Training Program. Finally, in cooperation with all postsecondary sectors, Access and Development offers a wide variety of continuing education activities.

p.210 **Access**

Delete: Address

Add: Director, Corporate Affairs
Freedom of Information and Privacy
La Cité collégiale
2465 St-Laurent Boulevard
Ottawa, Ontario
K1G 5H8
Telephone: (613) 786-2000

p.210 **Access**

Delete: Description

Add: A public reading room for the review of manuals and other information is open during regular office hours in room 311-M at 2465 St-Laurent Boulevard, Building A, Ottawa.

p.211 # Ministry of Labour

p.219 **Access**

Freedom of Information and Privacy Coordinator
Ministry of Labour
7th Floor, 400 University Avenue
Toronto, Ontario
M7A 1T7

☎ (416) 326-7786

p.218 **Access: Workers' Compensation Appeals Tribunal**

Freedom of Information and Privacy Coordinator
Workers' Compensation Appeals Tribunal
505 University Avenue, 7th Floor
Toronto, Ontario
M5G 1X4

☎ (416) 598-4638

p.211-19 *Note:* The Ministry of Labour is undergoing a major structural reorganization. Requests for information will continue to be processed by the ministry's Freedom of Information and Privacy Coordinator listed above.

p.217 **Pay Equity Commission**

Add: The Pay Equity Hearings Tribunal adjudicates disputes arising under the Pay Equity Act, 1987.

p.217 **Pay Equity Commission**

General Classes or Types of Records

Delete: Entry

Add:

General Classes or Types of Records

Pay Equity Office

Contain general administration records as described in Chapter II of this directory and information on educational and research materials.

Background Materials Relating to Bills 105 and 154
Case Files and Indices
Policies and Guidelines for Interpreting the Act
Published Educational Materials on Pay Equity
Research Papers on Predominantly Female Sectors of the Economy

Pay Equity Hearings Tribunal

Contain general administration records as described in Chapter II of this directory and information on hearings.

Case Files
Pay Equity Reports Subscriptions
Judicial Reviews

p.217 **Pay Equity Commission**

Personal Information Banks

Delete: Entry

Add:

Pay Equity Office

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

Also contain information related to complaints and objections filed with the office, public enquiries and mailing lists maintained by Information and Education.

Pay Equity Office—Complaints Files

Location: Pay Equity Commission. Legal authority: Pay Equity Act, S.O. 1987. Information maintained: Name and address of complainant, objector and respondent; name and address of enquirers. Uses: Investigate and resolve objections and complaints; respond to enquiries; maintain statistics on complaints, objections and enquiries. Users: Pay Equity Office staff. Individuals in bank: Complainants, objectors, respondents, enquirers. Retention and disposal: Not determined.

Pay Equity Hearings Tribunal

The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

p.218

Workers' Compensation Appeals Tribunal

Add: ... The tribunal is located in Toronto. It is composed of the Office of the Tribunal Chair, the Tribunal Counsel Office, the Information Department and the Finance and Administration Department.

p.218

Personal Information Banks

Delete: Library Users List

p.218

Add: **List of Subscribers to Tribunal Publications**

Not available at press time. Please contact the ministry's Freedom of Information and Privacy Coordinator for information.

p.218

Workers' Compensation Appeals Tribunal Files

Uses

Add: Maintain internal file tracking system from initiation to final determination; ...

p.218

Workers' Compensation Appeals Tribunal Files

Users

Add: ... , personnel operating internal file tracking system

p.220

Lambton College of Applied Arts and Technology

p.221

Access

Freedom of Information and Privacy Coordinator
Lambton College of Applied Arts and Technology
P.O. Box 969
Sarnia, Ontario
N7T 7K4

☎ (519) 542-7751

p.222

Liquor Control Board of Ontario

p.227

Access

Freedom of Information and Privacy Coordinator
Liquor Control Board of Ontario
Suite 101, 55 Lake Shore Boulevard East
Toronto, Ontario
M5E 1A4

☎ (416) 864-2462

p.222

Office of the Executive Vice-President

Delete: Second sentence of description

Add: The office includes the Loss Prevention and Security Department, the French-Language Services Office, the Operational Planning and Support Department and the Environmental Management Department.

p.226

Distribution Division

Add: **Liquor Delivery Service Files**

Location: Speciality Services Department. Legal authority: Liquor Control Act, R.S.O. 1980, c.243, s.3. Information maintained: Name, address, business/personal background, application and reference check forms. Uses: Determine suitability of applicant to operate a liquor delivery service. Users: Speciality Services Department staff, Legal Department staff. Individuals in bank: Individuals/companies seeking authority to operate a liquor delivery service. Retention and disposal: Files to be transferred to the Liquor Licence Board of Ontario in the fall of 1991.

p.226

Merchandising Division

Personal Information Banks

Delete: Liquor Delivery Service Files

p.228

Loyalist College of Applied Arts and Technology

p.229

Access

Freedom of Information and Privacy Coordinator
Loyalist College of Applied Arts and Technology
P.O. Box 4200
Belleville, Ontario
K8N 5B9

☎ (613) 969-1913, ext. 216

p.230

Management Board of Cabinet

p.231

Access: Management Board Secretariat

Freedom of Information and Privacy Coordinator
Management Board Secretariat
18th Floor, 56 Wellesley Street West
Toronto, Ontario
M7A 1Z6

☎ (416) 327-2187

p.236

Access: Human Resources Secretariat

Freedom of Information and Privacy Coordinator
Human Resources Secretariat
3rd Floor, Frost Building South
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Z5

☎ (416) 965-4246
TDD: (416) 965-4343

p.230

Management Board of Cabinet Organization

Add: With the exception of the Programs and Estimates Division, the Management Board Secretariat and the Human Resources Secretariat have been integrated into one ministry.

p.230

Office of the Secretary, Information Technology Division, Management Policy Division

Note: The office and two divisions are being integrated with Human Resources Secretariat.

p.231

Programs and Estimates Division

Delete: Entry. This division is now part of the Ministry of Treasury and Economics.

p.231

Human Resources Secretariat

Add:

Legal Services Branch

This branch provides legal services to the Management Board Secretariat and the Human Resources Secretariat. It counsels the secretariats on the drafting and interpretation of statutes, regulations and collective agreements; provides advice on and litigates cases relating to labour relations and employment matters; and contributes to policy development. General legal services include settling claims, drafting agreements and preparing and processing orders-in-council.

General Classes or Types of Records

Contain opinions provided to the secretariats relating to legislation and the activities of the secretariats.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Litigation Files

p.231

Human Resources and Leadership Planning Division

Delete: Last sentence of description

Add: Within this division there are four branches: Employee Services, Workforce Planning and Employment Equity, Leadership and Education Programs, and Strategic Education and Development.

p.231

Human Resources and Leadership Planning Division

General Classes or Types of Records

Delete: ... the development and maintenance of the executive classification and compensation systems, ...

p.232

Personal Information Banks

Delete: The following common personal information bank is located in the Office of Legal Services in the Ministry of Treasury and Economics.

Litigation Files

p.232

Central Staffing Inventories

Retention and disposal

Delete: Eighteen months, ...

Add: Three months, ...

p.232-3

Executive Acting Assignments

Individuals in bank

Delete: ... potential government executive ...

Add: ... acting senior management ...

p.233

Delete: **Executive Compensation Record**

p.234

Delete: **Potential Executive Employees' Work History and Career Information**

p.234

Strategic Management and Services Division

Delete: Last two sentences of description.

Add: Within this division there are two branches: Corporate Policy Coordination and Communications, and Technology and Information Management. The division also includes these sections: Management Services and Support, Financial Management and Planning, Publication and Recruitment Advertising and the Quarter Century Club. In addition, this division includes corporate projects.

p.235

Strategic Management and Services Division

Manuals

Add: Issued to ministry Internal Audit and Human Resources Branches to assist in the evaluation of the performance of human resources management systems and processes through consistent and objective auditing guidelines.

Guidelines for Auditing Human Resources Management

p.237

Metro Toronto Convention Centre Corporation

p.238

Access

Freedom of Information and Privacy Coordinator
Metro Toronto Convention Centre
255 Front Street West
Toronto, Ontario
M5V 2W6

☎ (416) 585-8000

p.239

Mohawk College of Applied Arts and Technology

p.240

Access

Freedom of Information and Privacy Coordinator
Mohawk College of Applied Arts and Technology
Fennell Avenue and West Fifth Street
P.O. Box 2034
Hamilton, Ontario
L8N 3T2

☎ (416) 575-2087

p.239

Organization

Delete: ... two support functions: Community Relations and Human Resources.

Add: ... three support functions: Community Relations, Human Resources and Physical Resources.

Delete: ... Saltfleet ...

Add: ... Stoney Creek ...

p.239

President's Office

General Classes or Types of Records

Delete: Description

Add: Contain information on the management of the college, the coordination of fundraising activities, the operation of the student union and physical resources.

p.239

Academic Division

Delete: Description

Add: The vice-president, Academic is responsible for the policy, planning, operation and direction of academic programs within Mohawk College; Educational Research and Curriculum Development Services; Learning Resources; and the operation of committees and task forces appropriate to the development and monitoring of programs.

p.240

Administration

Delete: Description

Add: The vice-president, Administration is responsible for policy and administrative support services in non-academic areas such as operational review, computer services, consumer services and corporate services.

p.240

Student Services

Delete: Second sentence of description

Add: These are cooperative education programs, counselling and career development, the Registrar's Office, athletics, student council, social activities and medical services.

p.241

Ministry of Municipal Affairs

p.245

Access

Freedom of Information and Privacy Coordinator
Ministry of Municipal Affairs
777 Bay Street
Toronto, Ontario
M5G 2E5

☎ (416) 585-7000

p.244

Office for the Greater Toronto Area

Delete: Entry. The Office for the Greater Toronto Area now reports to the Minister of the Environment.

p.244

Add:

Ontario Water Services Secretariat

The Ontario Water Services Secretariat was established in February 1991 to undertake background work dealing with policies and options for water services in Ontario. It consults widely and investigates options for water and sewage services in Ontario. The secretariat advises on the provision of infrastructure investments necessary for environmental protection, as well as ensuring that these investments are consistent with the province's objectives respecting land use and community planning.

General Classes or Types of Records

Contain information relating to consultations with interest groups, public representation.

Administrative Information
Committee Meetings Minutes and Reports
Consultants' and Staff Reports
Information on Water and Sewage Services Throughout Ontario
Legislation and Acts
Records Relating to the Review and Processing of Cabinet Submissions and Proposed Legislation

Personal Information Banks

None

p.246

Minister Responsible for Native Affairs

p.246

Access

Freedom of Information and Privacy Coordinator
Ministry of the Attorney General
5th Floor, 720 Bay Street
Toronto, Ontario
M5G 2K1

☎ (416) 326-430

p.246

Head

Delete: Address

Add: 6th Floor, Room 6301, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3
Telephone: (416) 965-1301

p.246

Mandate

Delete: Description

Add: The minister responsible for Native Affairs develops corporate Native affairs policy, acts as an advocate for the resolution of Native affairs issues within the government, negotiates the resolution of aboriginal land claims and manages the province's involvement in negotiations for aboriginal self-government.

p.246

Organization

Delete: ... Attorney General of Ontario ...

Add: ... Minister of Natural Resources ...

Delete: ... Directorate ...

Add: ... Secretariat ...

p.246

Ontario Native Affairs Directorate

Renamed: **Ontario Native Affairs Secretariat**

p.246

Ontario Native Affairs Directorate

Delete: Description

Add: The secretariat supports the minister in his capacity as minister responsible for Native Affairs and as chair of the Cabinet Committee on Native Affairs.

p.246

Access

Delete: Description

Add: A public reading room for the review of manuals and ot er information is open during regular office hours on the fifth floor at 720 Bay Street, Toronto.

p.247

Ministry of Natural Resources

p.259

Access

Freedom of Information and Privacy Coordinator
Corporate Policy Secretariat
Ministry of Natural Resources
Room 6440, Whitney Block
99 Wellesley Street West
Toronto, Ontario
M7A 1W3

☎ (416) 965-2899

p.247

Organization

Add: The ministry has begun a reorganization, which will be completed during 1992-93. In addition to the Office of the Deputy Minister, there are four divisions each headed by an assistant deputy minister. Corporate Services (formerly the Administration Division) includes the following branches: Comptroller, Audit and Evaluation, Business and Organizational Improvement, Finance and Administration Policy, Human Resources, Legal Services, the Relocation and Reorganization Implementation Team (RRIT), the Integrated Financial and Administrative System (IFAS) and Central Services.

Information Resources is a new division that includes the following branches: Computer Operations and Telecommunications, Information Technology Planning and Development, Information Management and Services and Land and Resource Information.

Policy (formerly the Forest Resources Group, the Lands and Waters Group and the Outdoor Recreation Group) includes the following branches: the Corporate Policy and Planning Secretariat, Wildlife Policy, Fisheries Policy, Forest Policy, Lands and Waters Policy, Parks and Natural Heritage Policy and Compliance Policy.

Operations comprises the former Southern Ontario and Northern Ontario Field Offices and includes the following branches and regional offices: Forest Resources, Native Operations, Aviation, Flood and Fire Management, Budget Support, Integrated Operations Support, Regional Offices, Northwest Region Office, Northeast Region Office, Central Region Office, Southern Region Office, Greater Toronto Area and Great Lakes Fisheries. There are 27 district offices.

p.247

Office of the Deputy Minister

General Classes or Types of Records

Add: (to list) Native Issues
Tourism Issues

p.247-8

Administration Division

General Classes or Types of Records

Add: (to list) Information Technology Project Information (project proposals, feasibility studies, technical documentation)
Relocation
Reorganization

p.248

Delete: **Accounts—Acreage Tax, Leases and Licences of Occupation**

p.248

Add: **Accounts Receivable—Gas and Oil Leases (MARS)**

Location: Revenue Section, Financial Resources Branch. Legal authority: Mining Act, R.S.O. 1980, c.268, s.115. Information maintained: Individual's/company's name, address, account number. Uses: Billing; collect revenue from oil and gas leases, exploratory licences. Users: Staff of Lands and Waters Group. Public access to names, addresses and amount of tax. Individuals in bank: Mining companies, licencees and leaseholders. Retention and disposal: Ten years, then transferred to archives.

p.248 *Add:* **Accounts Receivable—Leases and Licences of Occupation**

Location: Revenue Section, Financial Resources Branch. Legal authority: Public Lands Act, R.S.O. 1980, c.413, s.2, s.19 and s.39. Information maintained: Name, address, amount of rent, description of property, financial transactions pertaining to the property. Uses: Billing; collect fees. Users: Ministry officials. Public access to names, addresses and amount of rent. Individuals in bank: Licencees and leaseholders. Retention and disposal: Perpetuity.

p.248 *Delete:* **Accounts Receivable—Mining Accounts Receivable System (MARS)**

p.249 **Conflict of Interest**

Location

Delete: Deputy Minister's Office

Add: Human Resources Branch

p.249 *Add:* **Media Mailing Lists**

Not available at press time. Please contact the ministry's Freedom of Information and Privacy Coordinator for information.

p.250 ## Forest Resources Group

General Classes or Types of Records

Add: (to list) Community Forestry Policy
Comprehensive Forest Policy Framework
Comprehensive Forest Revenue Review
Fire Control Reports
Municipal Tree-Cutting Bylaws
Old Growth Ecosystem Policy
Private Land Woodlands Strategy
Scaling Audits Silvicultural Research and Applied Ecology Systems
Timber Production Policy

p.251 *Add:* **Scaling Audit Certificate**

Location: Forest Resources Branch. Legal authority: Crown Timber Act, R.S.O. 1980, c.109. Information maintained: Name, address, certificate number, scaling audit course attendance and results, scaling audit refresher course history, other education, social insurance number. Uses: Issue certificates; update eligibility lists of certified scaling auditors. Users: Wood Measurement Section staff. Retention and disposal: Updated annually, then transferred to archives.

p.251 **Woodlands Improvement Act—Agreement Holders**

Delete: Description

Add: Location: Forest Resources Branch. Legal authority: Forestry Act, R.S.O. 1980, c.175; Managed Forest Tax Rebate Program order-in-council. Information maintained: name, address, telephone number, property roll number, property acres, lot concession, township. Uses: Audit rebate recipients (forwarded to districts); answer information requests. Users: Forest Management Branch, Forest Product and Marketing Branch and Communications staff. Individuals in bank: Individuals receiving rebates under the Managed Forest Tax Rebate Program. Retention and disposal: Ten years, then transferred to archives.

p.251 ## Outdoor Recreation Group

Delete: Description

Add: The group develops policies and programs to promote the recreational use and enjoyment of natural resources and the commercial use of fishery and wildlife resources. The Provincial Parks and Natural Heritage Policy Branch is responsible for program leadership policy development in the planning, development and management of provincially significant natural heritage. The Wildlife Branch is responsible for strategic planning initiatives, policy and program development, research, wildlife ecology, populations, habitat, health, captive wildlife and its stewardship.

p.251

Outdoor Recreation Group

Delete: Last two sentences of description

Add: ... Wildlife records contain information on populations, habitats, captive wildlife, stewardship, hunting and trapping, education and the enforcement of various acts administered by the ministry.

Add: (to list) Agricultural Habitat for Wildlife
Avian Species
Captive Wildlife
Conservation Officer Training
Forest Habitat for Wildlife
Habitat Stewardship
Intelligence Reports
Mammals
Offence, Seizure and Prosecution Reports
Predators
Provincial Parks Operations
Urban Wildlife
Wildlife Education Services
Wildlife Inventory and Monitoring

p.252

Camping and Vehicle Permits, Reservations, Credit Card Sales and Refund Slips

Retention and disposal

Delete: One year, then destroyed.

Add: Current plus two years, then destroyed.

p.253

Intelligence Reports

Location

Delete: Special Investigations Unit

Add: Special Investigations Unit, c/o Compliance Policy Branch.

p.253

Offence, Seizure and Prosecution Reports

Location

Delete: Enforcement Specialist's Office

Add: Provincial Enforcement Specialist's Office, c/o Compliance Policy Branch.

p.253

Park Complaint and Occurrence Reports

Location

Delete: Parks and Recreational Areas Branch

Add: Parks and Natural Heritage Policy Branch

p.253

Tenders for Concessions

Location

Delete: Parks and Recreation Areas Branch

Add: Parks and Natural Heritage Policy Branch

p.254

Lands and Waters Group

General Classes or Types of Records

Delete: Acreage Tax Roll
Fuel Minerals and Operations Policy
Mining Lands—Abandoned Mines
Mining Leases and Licences of Occupation Roll

Add: Erosion and Sedimentation Control for Urban Construction Sites
Fuel Minerals—Policies, Procedures, Bulletins
Ontario's Water Power Sites
Peat and Peatlands Technical Reports
Township and Area Plan Listing

p.254 **Manuals**

Delete: Aggregate Resources Act Administration Manual
Conservation Services Manual
Project File Guidelines and Ranking Criteria

Add: Aggregate Resources Program Administration Manual
Drainage Design Guidelines—Rural Drains
Fill Construction and Alteration to Waterways Regulation Guidelines
Guidelines for the Preparation of Great Lakes Shoreline Management Plans
Lakes and Rivers Improvement Act Guidelines
Lakes and Rivers Shore Management Planning Guidelines
Policy and Procedures Manual for Conservation Authorities
Project File Guidelines and Ranking Criteria for Conservation Authority Capital Projects
Urban Drainage Design Guidelines
Water Power Development Guidelines

p.254 **Southern Ontario and Northern Ontario Field Offices**

General Classes or Types of Records (of both field offices)

Add: (to lists) Budget Allocations
Budget Review
Program Reviews and Constraints
Work Planning

p.256 **Petroleum Resources Data System (PRDS)**

Location

Delete: Petroleum Resources Section, Southwestern Regional Office

Add: Petroleum Resources Section, London

p.258 **Shoreline Management Advisory Council**

Delete: Entry

p.260 # Niagara College of Applied Arts and Technology

p.262 **Access**

Freedom of Information and Privacy Coordinator
President's Office
Niagara College of Applied Arts and Technolcgy
P.O. Box 1005, Woodlawn Road
Welland, Ontario
L3B 5S2

☎ (416) 735-2211

p.260 **Mandate**

Delete: Description

Add: Niagara College is recognized as a dynamic centre of educational excellence. Our programs and services assist students, clients and staff to achieve their full potential and to contribute positively to societal needs and changes with pride, confidence and commitment. As a vital partner in the economic, cultural and social development of the Niagara Region, we enhance its prosperity and quality of life.

p.260

Organization

Delete: Last three sentences of description

Add: Reporting directly to the president are the vice-president, Academic; the vice-president, Student Life and Human Resources; the vice-president, Administration; the vice-president, Ventures; and the director, Planning and Institutional Development.

p.260

Board of Governors

General Classes or Types of Records

Add: (to list) College Annual Report to the Minister
Operational Reviews

p.260

Office of the President

Delete: Last sentence of description

Add: The vice-president, Academic; the vice-president, Administration; the vice-president, Student Life and Human Resources; the vice-president, Ventures; and the director, Planning and Institutional Development report directly to the president.

p.260

Office of the President

General Classes or Types of Records

Delete: (from list) Freedom of Information Files

p.260

Office of the President

Manuals

Delete: (from list) Collective Agreements
Freedom of Information Manuals

p.260

Office of the Vice-President, Student and Administration Operations

Renamed: **Office of the Vice-President, Administration**

p.261

Office of the Vice-President, Student and Administration Operations

Delete: Description

Add: The vice-president, Administration is responsible for the financial management and a variety of support services within the college and also serves as the treasurer of the board of governors. Reporting directly to the vice-president are the directors of Registration Services, Financial Services, Physical Resources and Management and Information Services. The division's functions include the management of financial matters (budget, audit, revenue, payroll, college and student insurance) and the provision of support services (purchasing, receiving, inventory control, bookstore, computer services for academic and administrative staff and students, student enrolment, records and registration functions, telephone system and property and plant).

p.261

Office of the Vice-President, Student and Administration Operations

General Classes or Types of Records

Delete: (from description) ... , the provision of students services listed above and the management of human resource services

Delete: (from list) Professional Development Records

p.261

Office of the Vice-President, Student and Administration Operations

Personal Information Banks

Delete: Description

Add: The following common personal information banks as described in Chapter II of this directory are maintained.

Delete: (from list) Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Grievances and Applications
Health and Medical Records
Job Competitions and Applications
Library Users Lists
Ombudsman/Human Rights Commission
Scholarships and Awards
Student Athletics and Fitness Programs
Student Counselling
Travel/Expense Accounts
Vocational Testing and Counselling
Workers' Compensation

p.261

Office of the Vice-President, Academic

Delete: Second and third sentences of description

Add: Reporting directly to the vice-president, Academic are the directors of Applied Arts, Human Services, Community Services, Technology, Business, French Language, Hospitality and Tourism, Nursing, Continuing Education, English and Articulation. Major program areas are communications, creative arts, human services, social sciences, computer, electrical, horticulture, manufacturing, mechanics, construction, applied management, tourism and hospitality, office administration, mathematics, specialized business program, nursing, allied health and preschool education.

p.261

Office of the Vice-President, Academic

General Classes or Types of Records

Delete: (in description) ... academic programs and the operation of government-sponsored programs.

Add: ... postsecondary academic programs and continuing education.

p.261

Office of the Vice-President, Academic

Personal Information Banks

Delete: (from list) FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees

p.261

Add:

Office of the Vice-President, Student Life and Human Resources

The vice-president, Student Life and Human Resources is responsible for the overall administration of student life and human resources at the college. The directors of Student Services and Human Resource Services; the coordinator, Professional Development Committee; the manager, Media Print; and the head librarian of the Learning Resource Centres report directly to the vice-president, Student Life and Human Resources. The division's functions include the management of the Learning Resource Centres, media services, financial aid and awards for students, athletics, health services, counselling, job placement, cooperative education placements, education and employment equity, pay equity, human resource management and freedom of information.

General Classes or Types of Records

Contain operational records common to community colleges relating to the provision of the student services listed above and the management of human resources.

Professional Development Records
Freedom of Information Files

Manuals

Contain personnel policies and procedures and guidelines on employee benefits.
Academic Staff Classifications
Benefit Guide
Collective Agreements
Employment Equity Manual
Freedom of Information Manuals
Hiring Practice Handbook
Hiring Procedures
Pay Equity Manual
Support Staff Classifications

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Co-op, Work Term, Final Job Placements
Employee Personnel, Payroll and Benefits Records
Freedom of Information and Protection of Privacy Act Requests
Grievances and Applications
Health and Medical Records
Job Competitions and Applications
Library Users Lists
Ombudsman/Human Rights Commission
Scholarships and Awards
Student Athletics and Fitness Programs
Student Counselling
Travel/Expense Accounts
Vocational Testing and Counselling
Workers' Compensation

Office of the Vice-President, Ventures

The vice-president, Ventures is responsible for the overall administration of adult skills development, access, apprenticeship and skilled-trades training programs, partnership development, marketing and communications. The directors of Marketing and Communications, Skills Development, Joint Ventures, Access, and Technical Trades Training report directly to the vice-president, Ventures.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development and delivery of employer- and government-sponsored programs and general college programs.

Labour Market Studies
Research and Development Project Files

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Ontario Basic Skills Program Trainees
Ontario Training Incentive Program Trainees
Tests, Examinations and Assessments

Also contain information on labour market studies, research and development projects and employers.

Employer Contact Files

Location: Ontario Skills Development Office. Legal authority: Order-in-council 701/85. Information maintained: Name of contacts, name of organization, telephone numbers, training plans. Uses: Administer Ontario Skills Program. Users: Staff of the Ontario Skills Development Office and the Ministry of Skills Development. Individuals in bank: Program participants. Retention and disposal: Seven years, then destroyed.

p.261 **Office of Director, Planning, Research and Development**

Renamed: **Office of the Director, Planning and Institutional Development**

p.261 **Office of Director, Planning, Research and Development**

Delete: Description

Add: The director, Planning and Institutional Development is responsible for the strategic planning process of the college, the operational review process and community liaison.

p.261 **Office of Director, Planning, Research and Development**

General Classes or Types of Records

Delete: (from description) ... , program development and new ventures

Delete: (from list) Labour Market Studies
Research and Development Project Files

p.263 # Niagara Parks Commission

p.264 **Access**

Freedom of Information and Privacy Coordinator
Niagara Parks Commission
P.O. Box 150
Niagara Falls, Ontario
L2E 6T2

☎ (416) 356-2241

p.265 # Collège Northern College of Applied Arts and Technology

p.267 **Access**

Freedom of Information and Privacy Coordinator
Collège Northern College of Applied Arts and Technology
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0

☎ (705) 235-3211

p.268

Ministry of Northern Development and Mines

p.271

Access

Freedom of Information and Privacy Coordinator
c/o Legal Services Branch
Ministry of Northern Development and Mines
159 Cedar Street
Sudbury, Ontario
P3E 6A5

☎ (416) 963-3272

p.268

Mines and Minerals Division

Delete: Last sentence of description

Add: The division comprises the Ontario Geological Survey's Geoscience Branch and Client Services Branch, the Mineral Development and Rehabilitation Branch, the Mining Lands Branch and the Planning and Information Office.

p.268

Manuals

Delete: Guide to Leaders of Field Parties

Add: Administrative Guidelines for Geological Field Crews
Mining Lands—Manual of Administration

p.269

Northern Development and Transportation Division

Manuals

Delete: Local Services Boards Accounting Manual
Local Services Boards Operations Manual

Add: Handbook of Management Guidelines for Local Services Boards
Program Guidelines Manual

p.269

Corporate Services Division

Manuals

Delete: Administrative Services
Financial Procedures
Human Resources

Add: Ministry Manual

p.272

Ontario Food Terminal Board

p.272

Access

Freedom of Information and Privacy Coordinator
Ontario Food Terminal Board
165 The Queensway
Etobicoke, Ontario
M8Y 1H8

☎ (416) 259-5479

p.273

Ontario Hydro

p.283

Access

Corporate Records and Freedom of Information Officer
Ontario Hydro
H6-A17
700 University Avenue
Toronto, Ontario
M5G 1X6

☎ (416) 592-2736

p.273

Organization

Delete: Description

Add: The business and affairs of Ontario Hydro are directed and controlled by a board of directors. The corporation is organized into an executive office with 10 branches and 43 divisions including six regions. Within the six regions, there are 45 area offices. Note that the primary organization unit at Ontario Hydro is the branch rather than the division.

p.274

Corporate Relations Branch

Delete: Description

Add: The Corporate Relations Branch endeavours to foster a partnership between Ontario Hydro, its customers and employees by ensuring that their interests are represented in decisions, operations and communications. The branch also helps to ensure that customers and employees understand and support the corporation's activities.

p.274

Corporate Relations Branch

General Classes or Types of Records

Delete: Employee Communication Plans and Programs

p.275

Design and Construction Branch

Personal Information Banks

Add: **Human Resources Capabilities Database**

Location: Ontario Hydro Fusion Centre. Legal authority: Power Corporation Act, R.S.O. 1980, c.384, s.56. Information maintained: Name, address, CFFT experience, education and job experience of individuals on attachment to the Canadian Fusion Project. Uses: Track individuals on attachment to the project; track project funding. Users: Department managers, department secretary, information coordinator. Individuals in bank: Engineers, scientists, students on attachments with the project. Retention and disposal: Indefinite (life of the project).

p.277

Time Reporting and Pay Records

Information maintained

Add: ... and bank and credit union account numbers

p.277

Time Reporting and Pay Records

Uses

Add: ... ; facilitate direct deposit to bank or credit union accounts

p.277

Time Reporting and Pay Records

Users

Add: ... , external actuaries

p.277-8 **Employee Benefits Information**

Users

Add: ... , external actuaries

p.279 **Pension Administration System**

Users

Add: ... , external actuaries

p.280 ## Production Branch

Add: This branch has been reorganized into the Nuclear Operations Branch, the Thermal Operations Branch and the power System Operations Division. All general records, manuals and personal information have been distributed among these organization units.

p.281 **Customer Information and Billing System**

Uses

Add: ... ; assess usage patterns for energy management program

p.281 **Customer Information and Billing System**

Users

Add: ... , Energy Management Branch staff

p.282 **Corporate Identification Card File**

Retention and disposal

Delete: Duplicate collection to be destroyed in June 1991.

Add: Until expired, then destroyed.

p.284 # Ontario Institute for Studies in Education

p.287 ## Access

Freedom of Information and Privacy Coordinator
Ontario Institute for Studies in Education
252 Bloor Street West
Toronto, Ontario
M5S 1V6

☎ (416) 923-6641

p.284 ## Organization

Delete: ... nine field ...

Add: ... six field ...

Delete: ... six internal ...

Add: ... five internal ...

Delete: ... (e.g., Personnel) ...

Add: ... (e.g., Human Resources Services) ...

Delete: ... (e.g., OISE Publishing) ...

Add: ... (e.g., OISE Press) ...

p.284 ## Office of the Director

Delete: First sentence of description

Add: Responsible for general administration of the institute, for the provision of secretariat support to the board of governors, the Institute Council and the Administrative Council and for the operation of the Finance Division, OISE Press.

Delete: ... (responsible for the operations of the Physical Plant Office ...

Add: ... (responsible for the operations of the Guidance Centre, media services, the Physical Plant Office...

Delete: ... and the Office of the Coordinator of Special Needs. ...

Add: ... , the Office of the Coordinator of Special Needs and the Office of the Harassment Prevention Officer. ...

p.284

General Classes or Types of Records

Delete: Special Needs Students—Interview Notes

Add: Administrative Council Meeting Files

p.284-5

Office of the Director

Personal Information Banks

Add: **Harassment Complaint Information**

Location: Director's Office. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: Case notes on information and formal harassment inquiries and complaints. Uses: Investigate complaints. Users: Director, legal counsel (if required), Harassment Advisor. Individuals in bank: Complainants and respondents. Retention and disposal: Ten years after respondent leaves the institute, then destroyed.

p.284-5

Office of the Director

Personal Information Banks

Add: **Job Competitions**

Location: Human Resources Services Department, personnel offices and/or line managers' offices. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: Applications and supporting documents for vacancies, requests for transfer, job application history, selection notices and indices, seniority listings, interview summaries and evaluations. Uses: Facilitate and document the job selection and transfer process. Users: Human Resources Department staff, line managers and supervisors, officers. Individuals in bank: Applicants for job vacancies and transfers. Retention and disposal: From one year to term of employment, then destroyed.

p.285

OISE Awards Committee—Nominations

Uses

Delete: Fellows

Add: Distinguished Educators

p.284-5

Office of the Director

Personal Information Banks

Add: **Pension Records System**

Location: Human Resources Department. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: Name, address, social insurance number, beneficiary information, pension history and pay data, health benefits information, employment history, correspondence. Uses: Administer the institute's pension plan. Users: Pension plan staff, administrators, Human Resources pension fund trustees, internal and external auditors. Individuals in bank: Employees, pensioners, beneficiaries and vested pensioners. Retention and disposal: Six years plus current after all obligations are satisfied, then destroyed.

p.284-5

Office of the Director

Personal Information Banks

Add: **Services for Students with a Disability**

Location: Director's Office. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: Name, address, telephone number, OISE department, documentation of disability, notes on accommodation needs, correspondence with student and correspondence about the student. Uses: Provide facilities and services to students. Users: Coordinator of Services for Students with a Disability. Individuals in bank: Students who contact the service. Retention and disposal: Retained while student is enrolled, then destroyed.

p.284-5

Office of the Director

Personal Information Banks

Add: **Training and Development Records**

Location: Human Resource Services Department. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: Name, department, courses attended, results attained, future training needs and desires. Uses: Develop training strategies for the institute and individuals; maintain information on career paths and skills inventories. Users: Training coordinator and supervisors. Individuals in bank: All regular OISE employees. Retention and disposal: Six years after employee leaves, then destroyed.

p.284-5

Office of the Director

Personal Information Banks

Add: **Workers' Compensation Information**

Location: Human Resources Services Department. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: name, claim number, social insurance number, date of birth, payroll number, record of absences, record of payment, Workers' Compensation Board correspondence, notification of maintaining supplementary grant/sick leave, maintaining summaries for claims. Uses: Administer the Workers' Compensation Plan. Users: Human Resources Services staff, Workers' Compensation Board, internal auditors. Individuals in bank: Employees who have had an occupational accident that has been reported to the Workers' Compensation Board. Retention and disposal: Permanent.

p.285

Office of the Assistant Director (Academic)

Delete: ... Instructional Resources Development Unit, ...

p.285

Office of the Assistant Director (Academic)

Personal Information Banks

Add: Also contain information on clients, students and clinicians involved in the OISE Psychoeducational Clinic.

p.285

Office of the Assistant Director (Academic)

Add: **Clinic Clients**

Location: Clinic Office. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: name, address, telephone numbers of clients, their parents or guardians if appropriate, record of all telephone and office contacts, test protocols used, notes of counselling sessions, copies of all reports, signed information release forms. Uses: Maintain a record of clinical services; monitor process of assessment or counselling; provide basis for referral and follow-up service. Users: OISE supervising faculty, OISE students working directly with clients; other agencies and psychologists with signed release from client or guardian. Individuals in bank: All clients. Retention and disposal: Minimum of six years, then destroyed.

p.285-6

Office of the Assistant Director (Academic)

Add: **Student Locator Files**

Location: Clinic Office. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: name, address, telephone numbers. Uses: Locate students for appointments with clients, consultations. Users: OISE clinic staff. Individuals in bank: All students actively seeing clients. Retention and disposal: One year, then destroyed.

p.285-6

Office of the Assistant Director (Academic)

Add: **Test Materials Users**

Location: Clinic Office. Legal authority: Ontario Institute for Studies in Education Act, R.S.O. 1980, c.341. Information maintained: Name, address, telephone numbers, summary of academic and professional preparation, signed statement of responsibility. Uses: Monitor tests used; protect test security and appropriate use. Users: Clinic staff. Individuals in bank: All approved test users; students and psychologists authorized to use restricted testing materials from the clinic. Retention and disposal: Two years, then destroyed.

p.286

Office of the Assistant Director (Field Services and Research)

Delete: Last sentence of description

p.286

Performance Appraisal Files

Users

Delete: Personnel and Labour Relations Manager.

Add: Director, Human Resource Services Department.

p.288

Ontario Lottery Corporation

p.292

Access

Vice-President, Corporate Communications
Ontario Lottery Corporation
24 Second Line West
Sault Ste. Marie, Ontario
P6C 2H9

☎ (705) 946-6766

p.288

Head

Delete: Address

Add: 4th Floor, 473 Queen Street East
Sault Ste. Marie, Ontario
P6A 1Z5

p.288

Organization

Delete: First sentence of description

Add: Responsible to the Minister of Tourism and Recreation, the corporation is organized into seven divisions.

p.288

Office of the President

General Classes or Types of Records

Delete: (from list) Contracts and Policies

Add: Board of Directors and Subcommittees Guidelines and Minutes

p.288

Office of the President

Personal Information Banks

Delete: Also contain information on contracts between lottery show talent and hosts, and the Ontario Lottery Corporation.

p.288

Delete: **Show Host Contracts**

p.288

Computer Services Division

Renamed: **Information Services and Technology**

p.288

Computer Services Division

Delete: Description

Add: Responsible for all computer services from on-line games to desktop computing. The division is comprised of Technology Planning and Development, responsible for multi-year planning; Network Operations, responsible for monitoring the performance of on-line terminals and managing the communications network; Data Centre Operation, responsible for computer operations, hot-line service to retailers, computer integrity, facilities management and systems administration; and Client Services, responsible for a range of office systems and personal computing support, as well as quality assurance and quality control.

p.288

Computer Services Division

General Classes or Types of Records

Add: (to list) Business Data
Technology Strategic Plan

p.288

Corporate Communications Division

General Classes or Types of Records

Add: (to list) Community Focus Research

p.289-90

Marketing Division

General Classes or Types of Records

Add: (to list) Marketing Analyses
Television, Radio and Print Advertising

p.290

Operations Division

Renamed: **Finance and Administration**

p.290

Operations Division

General Classes or Types of Records

Add: (to list) Accident Report
Litigation Records

p.291

Human Resources Branch

Personal Information Banks

Add: Identity/Employee Card
Workers' Compensation

p.291

Human Resources Branch

Personal Information Banks

Add: Also contain information on contracts between lottery show talent and hosts and the Ontario Lottery Corporation.

p.291

Add: **Show Host Contracts**

Location: President's Office. Legal authority: Ontario Lottery Corporation Act, R.S.O. 1980, c.344, s.7; R.R.O. 1980, Reg. 719. Information maintained: Name, address, photograph, contract figures, correspondence. Uses: Reference and documentation. Users: President, special events manager. Individuals in bank: Lottery show talent and hosts. Retention and disposal: Not determined.

p.293

Ontario Municipal Employees Retirement System

p.294

Access

Freedom of Information and Privacy Coordinator
Ontario Municipal Employees Retirement System
University Avenue, Suite 1000
Toronto, Ontario
M5J 2P1

☎ (416) 369-2400

p.295

Ontario Northland Transportation Commission

p.298

Access

Freedom of Information and Privacy Coordinator
Ontario Northland Transportation Commission
555 Oak Street East
North Bay, Ontario
P1B 8L3

☎ (705) 472-4500

p.299

Ontario Stock Yards Board

p.299

Access

General Manager
Ontario Stock Yards Board
590 Keele Street, Suite 339
Toronto, Ontario
M6N 3E3

☎ (416) 767-1163

p.339

Ontario Teachers' Pension Plan Board

p.340

Access

Freedom of Information and Privacy Coordinator
Ontario Teachers' Pension Plan Board
4th Floor, 5650 Yonge Street
North York, Ontario
M2M 4H5

☎ (416) 730-5315

p.339

Organization

Delete: Description

Add: The Ontario Teachers' Pension Plan Board is comprised of eight board members. Five of the members are government appointees and three are nominated by the Ontario Teachers' Federation. The board is organized into five main divisions: Client Services, Investments, Finance, Communications, and Human Resources. All report to the board's president and chief executive officer.

p.339

Director's Office

Renamed: **President's Office**

p.339

Director's Office

Delete: Description

Add: Reporting to the board members, the president and chief executive officer is responsible for the overall administration of the board. In addition to the divisions listed above, the Internal Audit and General Counsel report to the president.

p.339

Director's Office

Personal Information Banks

Delete: Description and banks

Add: None

p.339

Administration and Information Services

Delete: Entry

p.339

Add:

Client Services Division

The division is responsible for the development of policies and for the administration of the Ontario teachers' pension plan in accordance with provincial and federal legislation. The division accumulates data on active members and delivers pension benefits to retired members.

General Classes or Types of Records

Contain information relating to the management of the pension fund, the collection of contributions, the distribution of benefits and the provision of information relating to contributors.

Compulsory Employment Credit
Optional Credit

Manuals

Issued to staff to provide details on administration and operational policies and procedures.

Personal Information Banks

Contain information relating to the administration of pensions.

Pension Contribution Records

Location: Client Services Division. Legal authority: Teachers' Pension Plan Act, S.O. 1989, Schedule I, s.111. Information maintained: Name, address, social insurance number, sex, date of birth, beneficiary information, membership history, disability benefit information for pensioners, correspondence with pensioners, appeals by pensioners. Uses: Administer the pension plan. Users: Pension plan administrators, Clients Services staff, board auditors, actuaries. Individuals in bank: Contributors, employers and pensioners enrolled in the Ontario Teachers' Pension Plan. Retention and disposal: Permanent.

p.339

Add:

Investment Division

The division manages the plan's funds so that it earns the best possible rate of return, consistent with a moderate level of risk and following investment strategies as dictated by the board of directors.

General Classes or Types of Records

Statement of Investment Policies and Goals
Returns by Portfolio

Manuals

Issued to staff and related to investment portfolio policy and procedures.

Personal Information Banks

None

p.339 *Add:*

Finance Division

This division is responsible for accounting operations. It provides financial information on OTPPB activities, its investments and funds.

General Classes or Types of Records

Contain information relating to financial management, accounting administration and control.

Manuals

Issued to staff and related to investment accounting policies, procedures and systems.

Personal Information Banks

Contain information relating to the administration of the payroll system.

Payroll Administration

Location: Finance Department. Legal authority: Teachers' Pension Plan Act, S.O. 1989, Schedule I, s.130. Information maintained: Name, address, telephone number, attendance and vacation dates, yearly earnings and deduction information. Uses: Administer payroll; issue T4 slips. Users: Payroll and senior accounting staff, auditors, Revenue Canada. Individuals in bank: Employees of the Teachers' Pension Plan Board. Retention and disposal: Seven years, then destroyed.

p.339 **Communications and Entitlements Division**

Delete: Entry

p.339 *Add:*

Communications and Legislative Support Division

This division consists of two branches. The Communications Department provides corporate communications services including the development of publications (brochures and newsletters). The department coordinates the board's French-language services. The Legislative Support Department ensures compliance with relevant statutory, legal and contractual obligations.

General Classes or Types of Records

Contain information on administration and finance, board programs, policies and the purchase of creative services.

French-Language Services
Production and Reference for Employee Newsletter

Manuals

Provide policy guidelines on print and display production, public inquiries and communications policies.

Personal Information Banks

None

p.340 *Add:*

Human Resources Division

This division develops and administers salary administration, health and safety in the workplace, pay equity, recruitment, job evaluation, records management and employee benefits.

General Classes or Types of Records

Contain information on the selection, placement and performance of OTPPB employees.

Compensation Survey and Reports
Employee Benefits Program
Health and Safety Program
Job Ratings and Job Descriptions
Salary Administration Plans
Salary Schedules

Manuals

Issued to staff and related to human resource procedures.

Personal Information Banks

Contain information related to the administration of personnel.

Personnel Files

Location: Human Resources Division. Legal authority: Teachers' Pension Plan Act, S.O. 1989, Schedule I, s.130. Information maintained: Name, address, social insurance number, date of birth, sex, marital status, education, work history, performance appraisals, attendance record. Uses: Maintain records of employees' work history. Users: Human Resources Department, vice-presidents, managers. Individuals in bank: Employees. Retention and disposal: Seven years, then destroyed.

p.300

Ontario Training Corporation

p.300

Access

Freedom of Information and Privacy Coordinator
Ontario Training Corporation
2nd Floor, 1099 Bay Street
Toronto, Ontario
M5S 2B3

☎ (416) 967-9260

p.301

Ontario Waste Management Corporation

p.301

Access

Chairman and President
Ontario Waste Management Corporation
11th Floor, 2 Bloor Street West
Toronto, Ontario
M4W 3E2

☎ (416) 923-2918

p.302

Ottawa Congress Centre

p.302

Access

General Manager
Ottawa Congress Centre
55 Colonel By Drive
Ottawa, Ontario
K1N 9J2

☎ (613) 563-1984
TDD: (613) 238-9336

p.303

Provincial Anti-Drug Secretariat

p.303

Access

Director
Provincial Anti-Drug Secretariat
12th Floor, 700 Bay Street
Toronto, Ontario
M5G 1Z6

☎ (416) 324-7279

p.303

Head

Delete: Description

Add: Minister responsible for the Provincial Anti-Drug Strategy
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario
M7A 2C4
Telephone: (416) 965-2421

p.303

Organization

Delete: Description

Add: The director reports directly to the minister responsible for the Provincial Anti-Drug Strategy. The secretariat is linked with the Ministry of Health and also with the minister responsible for the Provincial Anti-Drug Strategy.

p.304

Ministry of Revenue

p.309

Access

Freedom of Information and Privacy Coordinator
Ministry of Revenue
P.O. Box 627
33 King Street West
Oshawa, Ontario
L1H 8H5

☎ (416) 433-6028
Toll-free: 1-800-263-3971
TDD: 1-800-263-7776

p.305

Corporate Resources Division

Personal Information Banks

Add: **Management Rotation Files**

Location: Executive Director's Office, R.S.O. Committee Chair's Office, Personnel Services Branch. Legal authority: Public Service Act, R.S.O. 1980, c.418, s.4(4), s.6(1) and s.24. Information maintained: Name, position title, time in position, classification, employment history, list of positions for which candidate wishes to be considered. Uses: Career development, selection for reassignment/rotation. Users: Managers responsible for administering the program, managers responsible for decisions related to program participants. Individuals in bank: Management personnel who volunteer to participate in the program. Retention and disposal: One year, then destroyed.

p.307

Chattel Purchases, Private Sales and Cross-Border Purchases by Ontario Residents

Users

Delete: ... audit staff

Add: ... management staff

p.307 *Add:* **Land Transfer Tax Refunds**

Location: Motor Fuels and Tobacco Tax Branch. Legal authority: Land Transfer Tax Act, R.S.O. 1980, c.231, as amended. Information maintained: Name, address, telephone number, social insurance number, spouse's name and social insurance number, OHOSP plan creation date, location of plan, details of purchase, details of claim, approval for release of income tax information of claimant and spouse. Uses: Determine eligibility for a refund of land transfer tax to OHOSP plan holders. Users: Operational, administrative, audit, management, appeals, OHOSP and legal staff. Individuals in bank: Tax refund claimants. Retention and disposal: Minimum of three years, then transferred to archives.

p.307 *Add:* **Land Transfer Tax Return**

Location: Motor Fuels and Tobacco Tax Branch. Legal authority: Land Transfer Tax Act, R.S.O. 1980, c.231, as amended. Information maintained: Name, address, total value of consideration, purchase/sale agreement information, non-resident application information, legal description of land, tax. Uses: Determine land transfer tax liability, exemption or deferral. Users: Operational, administrative, audit, management, appeals, OHOSP and legal staff. Individuals in bank: Transferrees or their trustees who have not registered land disposition. Retention and disposal: Not determined.

p.307 **Ontario Home Ownership Savings Plan (OHOSP)**

Users

Add: Information in respect of home purchase may also be released to the Ministry of Housing.

p.308 **Refunds, Visitors to Ontario—Transient Accommodation and Goods Removed Within 30 Days**

Delete: ... 30 Days

Add: ... 60 Days

p.310 # Royal Ontario Museum

p.312 ## Access

Freedom of Information and Privacy Coordinator
Royal Ontario Museum
100 Queen's Park Crescent
Toronto, Ontario
M5S 2C6

☎ (416) 586-5639

p.313 # St. Clair College of Applied Arts and Technology

p.313 ## Access

Freedom of Information and Privacy Coordinator
St. Clair College of Applied Arts and Technology
2000 Talbot Road West
Windsor, Ontario
N9A 6S4

☎ (519) 966-1656, ext. 220

p.313

Head

Delete: Description

Add:

Chair, Board of Governors
St. Clair College of Applied Arts and Technology
2000 Talbot Road West
Windsor, Ontario
N9A 6S4
Telephone: (519) 972-2702

p.313

Mandate

Delete: Description

Add: Serving the counties of Essex and Kent, St. Clair College provides career-oriented education and training geared to local employment requirements in the areas of applied arts, business, technology and trades, community and industrial services, health sciences, social services, general education, continuing education, adult training, upgrading and apprenticeship. St. Clair College is responsible for providing courses and programs of a type and level beyond or not suited to the secondary school setting. It meets the needs of secondary school graduates, adults and out-of-school youths. It is responsible for enhancing effectiveness in the workplace, the quality of life for students, and for meeting the relevant needs of the college's communities by developing partnerships in training with business and industry.

p.313

Organization

Delete: Description

Add: St. Clair College is governed by a board of governors with the college president as the chief executive officer. The college is organized into six sectors: Academic/Postsecondary, Access, Training Partnerships, Administration, Human Resources and Planning, and Thames Campus. The college provides programs, courses and services in Windsor, at the South (main) Campus, the Industrial Resource Centre, and the Youth Employment Counselling Centres (FUTURES), also in Windsor and in Chatham, at the Thames Campus. Administrative headquarters are located in Windsor at the South Campus.

p.313

General Classes or Types of Records

Delete: Entry

p.313

Personal Information Banks

Delete: Entry

p.313

Add:

Divisions

Board of Governors

The college is governed by a board of governors, which is appointed by the Ontario Council of Regents. The board consists of 12 appointed external members, four elected internal members and the president. The board is responsible for setting and controlling overall policy for St. Clair College, for the evaluation of the college's mission and direction, for the setting of strategic corporate goals and for the development and maintenance of appropriate corporate controls. The board has four standing committees: Academic and Student Affairs, Property and Finance, Strategic Planning and Development and Audit.

General Classes or Types of Records

Contain information relating to the development of policy, the establishment of goals and objectives for the college and the general direction of college operations.

Board of Governors Awards
Building and Property—Original Documents
Bylaws
Contracts/Agreements and Leases
Minutes of the Board and Standing Committees

Manuals

Issued to governors and advisory committee members to provide information on policies and administrative procedures.

College Policy and Procedure
Governor's Handbook
Guidelines for Advisory Committee Members

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Board of Governors Membership

President's Office

The president, as chief executive officer, is appointed by and responsible to the board of governors and, with full authority, directs and manages the business and educational affairs of St. Clair College. The St. Clair College Alumni Association, Inc.; the Student Athletic Association; the St. Clair College Student Representative Council, Inc. (Windsor Campus); and the Thames Students Inc. (Chatham Campus) are independent organizations that operate under the auspices of the college's board of governors. The following sector heads report to the president: the vice-president, Academic/Postsecondary; the executive dean, Access; the vice-president, Administration; the executive director, Human Resources and Planning; the vice-president, Training Partnerships; and the principal, Thames Campus.

General Classes or Types of Records

Contain information relating to the management of the college, planning activities, minutes of the president's College Management Committee, as well as general administrative records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information bank as described in Chapter II of this directory is maintained.

Board of Governors Membership

Academic/Postsecondary Sector

The vice-president, Academic/Postsecondary is responsible for developing and delivering academic programs in the following areas: business and commerce, applied arts, health sciences, engineering, technology and trades. This sector is also responsible for the corporate functions of program development and evaluation. The focus is on developing a strong core of academic expertise to ensure educational quality, standards, research and development with the postsecondary, part-time studies and general education areas.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development, delivery and evaluation of academic/postsecondary and international programs and courses. Also contain information on the operations of the college's dining lounge, dental clinic and day care centre.

Manuals

Describe academic rules, regulations, appeal procedures and provide information on programs and courses.

Academic Policies and Procedures
Student Complaint Procedure

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Day Care Registrants
Dental Clinic Patients
Student Appeals (disciplinary, administrative, academic)
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Access Sector

The executive dean, Access is responsible for the development and administration of the following academic areas and services: the FUTURES Program, the Ontario Basic Skills Program, admissions, registrations, student financial aid and awards, academic resources, the Learning Centre, testing, basic skills, health services, student records, student housing, the students' administrative council, and convocation at the South Campus (Windsor). The focus is on the needs of students who require unique support systems.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the enrolment, registration and graduation of students and the provision of the student services listed above.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ontario Basic Skills Program Trainees
Ontario Student Assistance Program
Scholarships and Awards
Student Applications
Student Counselling
Student Registration and Academic History
Tests, Examinations and Assessments Vocational
Testing and Counselling

Also contain information on student placements and accident reports.

Accident Report Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

Student Placement Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

Administration

The vice-president, Administration is responsible for developing and delivering financial services including budget planning and administration, accounting, auditing and payroll. The sector is also responsible for the college's computer centre and services, scheduling, parking, plant and property (physical resources), fixed assets, purchasing, switchboard and other ancillary services such as the bookstore, printing, telecommunications systems and shipping/receiving. The focus is on creating a framework that permits and promotes flexibility, creativity, confidence and accountability.

General Classes or Types of Records

Contain general administration records as described in Chapter II of this directory.

Manuals

Contain policies, procedures and guidelines on operations, finance, payroll, property, plant and emergency procedures.

Budget Process Manual
Fixed Assets Inventory

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Payroll and Benefits Records
Parking Records
Travel/Expense Account

Human Resources and Planning

The executive director, Human Resources and Planning is responsible for developing and delivering a full range of services and activities in the following areas: staff recruitment, training and development, workers' compensation, operational review, freedom of information and protection of privacy, safety and security, staff benefits, labour relations, employment equity and affirmative action, strategic planning, athletics, policy and procedures and the Student Athletic Association. This area is responsible for the ongoing development of the strategic plan and the strategic management process, which sets the direction and establishes the priorities for the future of the college. The focus is on creating a framework that permits and promotes synergy, individual growth, skill/task congruency and involvement.

General Classes or Types of Records

Contain human resource management records common to community colleges as described in Chapter II of this directory. Also contain information relating to the development of policy and procedures and the establishment of the college's goals and objectives.

Manuals

Contain personnel policies, procedures and guidelines.

Benefit Guide
College Policy and Procedures Manual
Employment Equity Manual
Hiring Practice Handbook
Pay Equity Manual
Staff Training Workshop and Conference Files
Support Staff and Administrative Staff Classifications

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Employee Personnel, Benefits and Payroll Records (payroll portion maintained in the Administration Division)
Freedom of Information and Protection of Privacy Act Requests
Grievances and Applications
Professional Development
Teacher Workload Records (Standard Workload Form)
Student Athletics and Fitness Programs
Workers' Compensation

Also contain information on staff medical records.

Staff Health/Medical Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

Training Partnership Sector

The vice-president, Training Partnerships is responsible for developing and delivering academic programs and allied services in the following areas: apprenticeship, part-time studies and Ministry of Skills Development program development. The vice-president administers student placement and is responsible for direct and indirect purchases and for the Centre for Manufacturing Specialization. The focus is on the needs of the industrial sector, which requires partnerships with education.

General Classes or Types of Records

Contain information on the development and delivery of college and government-sponsored programs listed above and general administration records as described in Chapter II of this directory.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

Ontario Training Incentive Program Trainees
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Also contain information on student placements.

Student Placement Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

Thames Campus

The principal, Thames Campus (Chatham) is responsible for developing and delivering academic programs in the following areas: applied arts, business and commerce, health services and engineering technology. The principal is responsible for the development and administration of the following services and activities: academic resources, counselling, recruitment, health services, student records, FUTURES, YECC, EASL, student housing, student job placement, student government, scheduling and statistics and convocation. The focus is on addressing the needs of the Chatham and area community within the philosophy of the organizational structure.

General Classes or Types of Records

Contain operational records common to community colleges as described in Chapter II of this directory, relating to the development, delivery and evaluation of academic/postsecondary and other programs and courses. Also contain records related to the enrolment, registration and graduation of students and the provision of student services.

Personal Information Banks

The following common personal information banks as described in Chapter II of this directory are maintained.

FUTURES Program Applicants and Participants
Graduate and Alumni Records
Health and Medical Records
Library Users Lists
Ontario Basic Skills Program Trainees
Ontario Student Assistance Program
Scholarships and Awards
Student Appeals (disciplinary, administrative, academic)
Student Applications
Student Counselling
Student Registrations and Academic History
Teacher Workload Records (Standard Workload Form)
Tests, Examinations and Assessments

Also contain staff health and medical information and student placement records.

Staff Health and Medical Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

Student Placement Records

Not available at press time. Please contact the college's Freedom of Information and Privacy Coordinator for information.

p.314

St. Lawrence College Saint-Laurent

p.315

Access

Freedom of Information and Privacy Coordinator
St. Lawrence College Saint-Laurent
2288 Parkedale Avenue
Brockville, Ontario
K6V 5X3

☎ (613) 345-0660

p.316

Sault College of Applied Arts and Technology

p.317

Access

Freedom of Information and Privacy Coordinator
Sault College of Applied Arts and Technology
P.O. Box 60
443 Northern Avenue
Sault Ste. Marie, Ontario
P6A 5L3

☎ (705) 759-6774

p.318

Seneca College of Applied Arts and Technology

p.319

Access

Freedom of Information and Privacy Coordinator
Seneca College, Fairmeadow Campus
17 Fairmeadow Avenue
North York, Ontario
M2P 1W6

☎ (416) 491-5050, ext. 4600

p.320

Office for Senior Citizens' Affairs

Renamed: **Office for Seniors' Issues**

p.320

Access

Freedom of Information and Privacy Coordinator
Office for Seniors' Issues
6th Floor, 76 College Street
Toronto, Ontario
M7A 1N3

☎ (416) 327-2431

p.320

Head

Delete: Minister for Senior Citizens' Affairs

Add: Minister of Citizenship with responsibility for seniors' issues.

Note: The Office for Seniors' Issues now comes within the purview of the Ministry of Citizenship.

p.320

Mandate

Delete: Description

Add: The Office for Seniors' Issues advances the independence, safeguards the rights and promotes the well-being of seniors in Ontario. The office advocates on behalf of all seniors and empowers those who are in most need by performing the following functions: developing or promoting policies to address key issues; providing information and referral services for the public; supporting research into matters affecting seniors; promoting seniors' interest and recognition of their contribution through education and awareness aimed at professionals, community, family and individual seniors; and by supporting and developing linkages with seniors' organizations.

p.320

Organization

Delete: Description

Add: The office is comprised of four units: Policy, Research and Community Initiatives, the Education Resources Centre, Communications and Information Services, and Finance and Administration. All units operate under the direction of the Special Advisor.

p.321

Sheridan College of Applied Arts and Technology

p.323

Access

Freedom of Information and Privacy Coordinator
Sheridan College of Applied Arts and Technology
1430 Trafalgar Road
Oakville, Ontario
L6H 2L1

☎ (416) 849-2854

p.324

Sir Sandford Fleming College of Applied Arts and Technology

p.325

Access

Freedom of Information and Privacy Coordinator
Sir Sandford Fleming College
Brealey Drive
Peterborough, Ontario
K9J 7B1

☎ (705) 749-5512

p.326

Ministry of Skills Development

p.328

Access

Freedom of Information and Privacy Coordinator
Ministry of Skills Development
5th Floor, 625 Church Street
Toronto, Ontario
M4Y 2E8

☎ (416) 326-5688

p.326

Head

Delete: Description

Add:
Minister of Skills Development
6th Floor, Mowat Block
900 Bay Street
Toronto, Ontario
M7A 1L2
Telephone: (416) 325-4100

p.326

Mandate

Delete: Description

Add: The ministry's mandate is to stimulate and support the training and development of employed workers in Ontario.

p.326

Organization

Delete: ... three divisions. ...

Add: ... two divisions. ...

p.326

Office of the Deputy Minister

Delete: Description

Add: The office provides support to the minister and deputy minister in matters relating to the ministry's programs and policies.

p.326

Communications and Marketing Branch

Delete: Entry

p.326

Finance and Administration Division

Delete: Second sentence of description

Add: Legal services are provided to the ministry by the Legislative Branch of the Ministry of Education.

p.326

Finance and Administration Division

Personal Information Banks

Add:
Employment Equity Program
Freedom of Information and Protection of Privacy Act Requests
Identity/Employee Card
Parking Records
Workers' Compensation

p.326

Skills Training Division

Renamed: **Skills Development Division**

p.326

Skills Training Division

Delete: ... including those offered under Ontario's Training Strategy ...

p.327

General Classes or Types of Records

Add:
Agreement to Enhance Employability of Social Assistance Recipients and Appendices
Cabinet Submissions
Facility Lease Files—CATT (in support of adult training)
Ministry/CATT Contracts
Ministry/Sector Contracts
Ministry/Training Trust Fund Contracts
Trust Agreement

p.328

Apprenticeship and Tradesmen's Provincial Advisory Committee

Delete: (from list) The Provincial Advisory Committee for the Trade of Alarm and Security System Installers

The Provincial Advisory Committee for the Trade of Watch Repair

Add: The Provincial Advisory Committee for the Trade of Welder

p.329

Ministry of the Solicitor General

p.337

Access

Freedom of Information and Privacy Coordinator
Ministry of the Solicitor General
2nd Floor, 90 Harbour Street
Toronto, Ontario
M7A 2S1

☎ (416) 324-3537

p.332

Add: **Ministry of the Solicitor General Relocation Project**

Location: Relocation Project Offices. Legal authority: Administration of relocation project. Information maintained: Name, address, telephone number, classification, continuous service date and other personal information relating to all classified ministry employees subject to relocation to Orillia. Uses: Redeployment of staff, relocation planning, retraining needs; prepare statistical reports. Users: Relocation project staff. Individuals in bank: Classified ministry employees whose positions are subject to relocation to Orillia. Retention and disposal: Two years after relocation completed, then destroyed.

p.335

Public Safety Division

Personal Information Banks

Add: **Ontario Fire College, Gravenhurst—Student Records and Course Applications**

Location: Ontario Fire College. Legal authority: Fire Department Act, R.S.O. 1980, c.164, s.13, Part II. Information maintained: Name, home address, date of birth, sex, name of employing fire department. Uses: Identify types of training taken; determine eligibility and requirements for future courses. Users: College and division staff; employing fire departments. Individuals in bank: Individuals who have taken courses at the Ontario Fire College. Retention and disposal: Two years to indefinite.

p.338

Stadium Corporation of Ontario Limited

p.338

Access

Treasurer/Freedom of Information and Privacy Coordinator
Stadium Corporation of Ontario Limited
Suite 3000, 300 Bremner Boulevard
Toronto, Ontario
M5V 3B2

☎ (416) 341-3663

p.341

Ministry of Tourism and Recreation

p.348

Access

Freedom of Information and Protection of Privacy Coordinator
Ministry of Tourism and Recreation
7th Floor, 77 Bloor Street West
Toronto, Ontario
M7A 2R9

☎ (416) 325-6155, 325-6158

p.341

Corporate Planning Secretariat

Renamed: **Customer Service and Planning Branch**

p.341

Corporate Planning Secretariat

Delete: Description

Add: The branch coordinates the ministry's policy and the issues management process, develops and manages evaluation services for ongoing assessment of ministry programs, provides strategic planning advisory and coordination services to ministry staff and the planning operations of the ministry's agencies, administers the Freedom of Information and Protection of Privacy Act, provides secretariat support to the Senior Management Committee and the Minister's Policy and Issues Committee and liaises with the Cabinet Office and other ministries.

p.341

Corporate Planning Secretariat

Personal Information Banks

Delete: None

Add: The following common personal information bank as described in Chapter II of this directory is maintained.

Freedom of Information and Protection of Privacy Act Requests

p.341

Corporate Management Services Division

Delete: Description

Add: The division is responsible for financial management and control, corporate accounting, purchasing services, records management, information technology, audit services, human resources, employment equity, ministry relocation and ministry-wide administration including the supervision of support service agreements with other ministries and liaison with central agencies. It also acts as liaison with and representative of four of the ministry's agencies.

p.342

Corporate Management Services Division

Personal Information Banks

Delete: Freedom of Information and Protection of Privacy Act Requests

p.342

Expositions and Attractions Division

Delete: Description

Add: This division is responsible for the planning and management of Ontario's participation in international expositions held in the province. In addition, the division is responsible for the operation of historical attractions at Thunder Bay, Midland and Penetanguishene. Old Fort William in Thunder Bay is a reconstruction of the original fur trade establishment that was operated by the North West Company from 1803 to 1821. Huronia Historical Parks in Midland is a reconstruction of the 17th century Jesuit mission to the Huron people. The Huronia Naval and Military Establishments in Penetanguishene, a period military garrison, is the only reconstruction of a 19th century British naval dockyard in North America. The division is also responsible for liaison with the Ontario Place Corporation, the St. Lawrence Parks Commission, the Niagara Parks Commission and the St. Clair Parkway Commission.

p.342

General Classes or Types of Records

Add: (to list) International Expositions and Special Events

p.346

Huronia Historical Advisory Council

Retention and Disposal

Delete: Not determined.

Add: One year after file closed, then destroyed.

p.347

St. Lawrence Parks Commission

Manuals

Renamed: **Manuals and Videos**

p.349

Ministry of Transportation

p.355

Access

Freedom of Information and Privacy Coordinator
Ministry of Transportation
6th Floor, West Tower
1201 Wilson Avenue
Downsview, Ontario
M3M 1J8

☎ (416) 235-4334

p.351

Finance and Administration

Renamed: **Corporate Services Division**

p.350

Finance and Administration

Personal Information Banks

Add: **Relocation Database**

Location: Human Resources Branch. Legal authority: Crown Employees Collective Bargaining Act, R.S.O., 1980, c.108, s.18(1). Information maintained: Name, social insurance number, job classification, employees' preliminary decisions regarding moves, family, housing, education and transportation requirements in receiving communities. Uses: Provide planning information for relocation team. Users: Human Resources staff, relocation team, senior executives and managers for certain types of information. Individuals in bank: All ministry head office classified and unclassified staff. Retention and disposal: Duration of relocation project, then deleted.

p.350

Provincial/Municipal Transportation

Renamed: **Policy**

p.351

Provincial/Municipal Transportation

General Classes or Types of Records

Add: (to list) Environmental Influence on Freight Transportation Policy
1990 Commercial Vehicle Survey, Queen Elizabeth Way

p.351

Provincial/Municipal Transportation

Personal Information Banks

Add: **Owner-Operator Business Skills Survey**

Location: Provincial Transport Systems Office/Motor Carrier Policy Office. Legal authority: Voluntary. Information maintained: Name, address, age, education comments, numbers of years operated, number of trucks operated, home base, type of operation, area of operation, business skills, business skills required, money willing to pay for training, time willing to put toward training, availability, spouse's participation in business. Uses: Determine what business skills owner-operators require. Users: Staff of Provincial Transportation System Office/Motor Carrier Policy Office. Individuals in bank: Commercial vehicle owner-operators. Retention and disposal: Up to 10 years on computer database, then destroyed.

p.356

Ministry of Treasury and Economics

p.358

Access

Freedom of Information and Privacy Coordinator
Ministry of Treasury and Economics
4th Floor, 1075 Bay Street
Toronto, Ontario
M5S 2B1

☎ (416) 325-8250

p.356

Organization

Delete: Description

Add: The ministry is comprised of six divisions: the Office of the Deputy Minister, Administration, Taxation and Intergovernmental Finance Policy, the Office of Economic Policy, the Office of the Treasury and the Expenditure Management Division. Together they have 21 branches.

p.356

Office of the Deputy Minister

Delete: Description

Add: The Office of the Deputy Minister is comprised of the Ministry Office, Legal Services and the Budget Secretariat. The Ministry Office coordinates policy briefings for the Treasurer in preparation for Cabinet and committee meetings; federal-provincial conferences; and meetings with groups, associations and municipalities. Legal Services prepares legislation and orders-in-council and provides legal interpretation on matters affecting ministry operations. The Budget Secretariat oversees development and coordination of the Ontario budget and acts as a central coordinating body for projects and activities that cross divisional lines in the ministry.

p.356

Office of the Deputy Minister

General Classes or Types of Records

Delete: Last sentence of description

Add: The Budget Secretariat's records contain information relating to the general coordination of the Ontario budget process.

p.356

Office of the Deputy Minister

General Classes or Types of Records

Add: (to list) Budget Administration Records

p.356

Administration Division

Delete: Second sentence of description

Add: The Administration Division consists of the following branches or operation units: Finance and Management Services, Supply and Office Services, Human Resources, Internal Audit and Communications/Library Services.

p.356

Administration Division

Delete: Third paragraph of description

Add: The division also provides selected administrative services to the Fair Tax Commission, the Office of the Premier, the Cabinet Office, The Human Resources Secretariat, the Management Board Secretariat, the Premier's Councils, the Office of Francophone Affairs and the Ministry of Skills Development. Records of these organizations can be accessed through their respective information and privacy coordinators.

p.356

Office of the Budget and Intergovernmental Finance

Renamed: **Taxation and Intergovernmental Finance Policy**

p.356

Office of the Budget and Intergovernmental Finance

Delete: Description

Add: This program assists the Treasurer in formulating taxation policy and the Ontario budget, including revenue options and federal–provincial finance policies. It also includes pension and income security policy development. The Taxation and Intergovernmental Finance Policy Division consists of two branches: Intergovernmental Finance Policy and Taxation Policy.

p.356-7

Office of the Budget and Intergovernmental Finance

General Classes or Types of Records

Delete: List

Add: Federal–Provincial Tax Programs
Tax Policy Development (re: corporate and sales taxes and personal and commodity taxes)
Pension and Income Security Policy

p.357

Office of the Treasury

Delete: Last sentence of description

Add: The office of the Treasury consists of four branches: Financial Information and Accounting Policy, Finance Operations, Finance Policy and Capital Markets.

p.357

Add:

Expenditure Management Division

The Expenditure Management Division working with line ministries and other government agencies provides strategic leadership to the Treasury Board of Cabinet in the allocation and management of the financial resources of the province, in support of the government's fiscal priorities and effective public service.

General Classes or Types of Records

Annual Estimates Submissions
Board Applications, Submissions and Reports Board Orders
Minutes of Board Meetings
Fiscal Framework and Expenditure Forecasting
Provincial–Local Finance Policy
Revenue Forecasting and Stabilization Policy
Local Government Fiscal Forecasts and Performance

Personal Information Banks

None

p.357 *Add:*

Fair Tax Commission

The Fair Tax Commission, established March 4, 1991, is charged with the responsibility of providing the Treasurer with advice on specific tax issues as identified by the Treasurer. The commission produces reports for the Treasurer on the elements of a fair tax system for Ontario.

General Classes or Types of Records

Contain information relating to submissions, research and statistical analysis on various tax issues.

Personal Information Banks

None

p.358

Minister Responsible for Women's Issues

p.360

Access: Ontario Women's Directorate

Freedom of Information and Privacy Coordinator
Ontario Women's Directorate
Suite 200, 2nd Floor
480 University Avenue
Toronto, Ontario
M5G 1V2

☎ (416) 597-4532

p.361

Access: Ontario Advisory Council on Women's Issues

Freedom of Information and Privacy Coordinator
Ontario Advisory Council on Women's Issues
5th Floor, 880 Bay Street
Toronto, Ontario
M7A 1N3

☎ (416) 326-1842

p.359

Consultative Services Branch

Delete: Last sentence of description

p.359

Consultative Services Branch

General Classes or Types of Records

Delete: Description and list

Add: Contain internal research materials, public information and training and resource materials.

Community Grants
Education Equity
Training and Retraining for Women
Work and Family Harmonization
Workplace Equity

p.360

Policy and Research Branch

General Classes or Types of Records

Delete: Family Violence
Sexual Assault

Add: Aboriginal Issues
French-Language Services
Immigrant and Racial Minority Women
Sexual Assault Prevention
Wife Assault Prevention

p.360

Public Education Programs and Services Branch

General Classes or Types of Records

Delete: Media Scan

p.362

Workers' Compensation Board

p.368

Access

Freedom of Information and Privacy Coordinator
Workers' Compensation Board
21st Floor, 2 Bloor Street East
Toronto, Ontario
M4W 3C3

☎ (416) 927-6845
TDD: 1-800-387-0050

p.362

Organization

Delete: ... seven divisions (Central Client Services, Regional Client Services, ...

Add: ... six divisions (Client Services, ...

p.362

Central Client Services

Renamed: **Client Services**

p.362

Central Client Services

Delete: ... and the Complex Case Unit—Injuries ...

Add: ... , the Complex Case Unit—Injuries and the Construction Integrated Service Unit ...

p.362

Regional Client Services

Delete: Title. Central Client Services and Regional Client Services have been amalgamated in the Client Services Division.

p.362

Regional Client Services

Delete: ... and the Construction Integrated Service Unit ...

Add: ... and integrated service units ...

III. Subject Index

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Ambulance services. *See* Reports

Archives of Ontario. *See* Ministries: Culture and Communications

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